

THE CORPORATION OF THE TOWNSHIP OF SABLES-SPANISH RIVERS

**AGENDA**

Council Chambers – 11 Birch Lake Road, Massey

**REGULAR MEETING**

JUNE 12, 2024; 6:30 p.m.

*We begin this meeting by acknowledging that we are on land that has been inhabited by Anishnawbek Nations. We would like to acknowledge that the land on which we gather is the traditional territory of the Sagamok Anishnawbek and we would like to give thanks for sharing this land.*

\*\*\*\*\*

**DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF**

**DELEGATIONS:**

**PUBLIC MEETINGS:** SOKOLOSKI-HOWE - Old Webbwood Road – Official Plan  
Amendment – OPA24-01; Zoning Bylaw Amendment – ZBA24-01; Plan  
of Subdivision – SUBDIV24-01

**CONSENT AGENDA – Resolution to approve the following agenda items:**

*(For the purpose of convenience and for expediting the meeting, matters of repetitive or routine nature are included in the Consent Agenda and are voted on collectively. A Member of Council may request an Item to be singled out from the Consent Agenda to allow debate while all other Items remaining are voted on collectively. Each Item contained in the Consent Agenda is recorded separately in the minutes of the meeting.)*

**A1 Accounts** – BE IT RESOLVED THAT the attached Cheque Register for the month of May 2024 totalling \$1,242,178.51 be approved as paid.

**E1, E2 Committee/Board Minutes** – BE IT RESOLVED THAT the following minutes be accepted:

- Library Board – March 25, 2024
- EDCS Minutes – May 21, 2024.

**G1, G2, G3 Bylaws** – BE IT RESOLVED THAT the following bylaws be read a first, second, third and final time and passed in open council;

- Bylaw 2024-29 – being a bylaw to purchase land for road purposes in May Township;
- Bylaw 2024-30 – being a bylaw to repeal a bylaw appointing a Public Information Officer;
- Bylaw 2024-31 – being a bylaw to repeal a bylaw appointing an Assistant Fire Chief.

**REGULAR AGENDA**

**ACTION**

**A GENERAL GOVERNMENT**

- |    |   |             |
|----|---|-------------|
| A2 | Section 357/358 Applications                              | Resolution  |
| A3 | Lacloche Foothills Association – Minutes of April 23 2024 | Resolution  |
| A4 | Committee & Council Meeting Schedules                     | Disc/Resol. |
| A5 | Royal Canadian Legion – Donation Request for Canada Day   | Resolution  |

**B PROTECTION TO PERSONS AND PROPERTY**

- |    |   |            |
|----|---|------------|
| B1 | River Road Neighbourhood Watch – Request Council Representative | Resolution |
| B2 | Fire Department Report – May 2024                               | Resolution |

**C PUBLIC WORKS**

- |    |                                       |            |
|----|---------------------------------------|------------|
| C1 | Public Works Committee – June 5, 2024 | Resolution |
|----|---------------------------------------|------------|

**D ENVIRONMENT, HEALTH AND WELFARE**

- |    |   |            |
|----|---|------------|
| D1 | Public Health Board – Minutes of May 16, 2024                                 | Resolution |
| D2 | Manitoulin-Sudbury DSB – CAO 1 <sup>st</sup> Quarter Report & 2023 Financials | Resolution |

**E RECREATION, TOURISM AND CULTURE**

**F PLANNING**

- |    |                           |            |
|----|---------------------------|------------|
| F1 | Planning Application Fees | Resolution |
|----|---------------------------|------------|

**G BYLAWS**

- |    |   |
|----|---|
| G4 | Bylaw 2024-32 Official Plan Amendment – OPA24-01 – SOKOLOSKI/HOWE |
| G5 | Bylaw 2024-33 Zoning Bylaw Amendment – ZBA24-01 – SOKOLOSKI/HOWE  |
| G6 | Bylaw 2024-34 – Confirm Proceedings of Council                    |

**CLOSED SESSION**

- Personal matters about identifiable individuals, including municipal or local board employees
- Municipal Employees
- a proposed or pending acquisition or disposition of land by the municipality or local board.

**OTHER BUSINESS**

Date: June 12, 2024  
To: Anne Whalen, Clerk-Administrator, Township of Sables-Spanish Rivers  
From: Connor Joy, Planner  
CC:  
Subject: Old Webbwood Subdivision – Official Plan Amendment, Zoning By-law Amendment & Draft Plan of Subdivision  
JLR No.: 28964-000.1 (04)

## PROPERTY DESCRIPTION

The subject lands are legally described as: PIN 734130448, PT LOT 1 CON 5 HALLAM SAVE AND EXCEPT PART 1 ON 53R-18983 TOWNSHIP OF SABLES-SPANISH RIVERS. The lands are approximately 16 hectares and generally forested. The property is municipally known as 382 Old Webbwood Road.

## APPLICATIONS

The applicants have submitted three applications for the subject lands: an Official Plan Amendment (OPA); Zoning By-law Amendment (ZBA); and Draft Plan of Subdivision (DPS).

The OPA will redesignate the subject lands from Rural to Resource Recreation District, as the lands are within 300m of water body, the Spanish River. The OPA will also allow for a nine (9) lot residential subdivision.

The ZBA will rezone the subject lands from Rural to Resource Recreation to implement the new Official Plan designation and permit residential dwellings on the new lots. A site-specific setback of 13 metres from the Top of Bank of the lands which steeply slope to Spanish River will be included to protect development and the Spanish River

Lastly, the DPS will divide the property into nine (9) lots to permit one residential dwelling per lot, to be serviced with private individual septic systems and wells, each with a minimum lot area of 1 hectare and approximately 80m of road frontage along Old Webbwood Road.

## RECOMMENDATION

The applications are recommended for approval, subject to the conditions of draft approval for the plan of subdivision outline as Schedule A of this report.

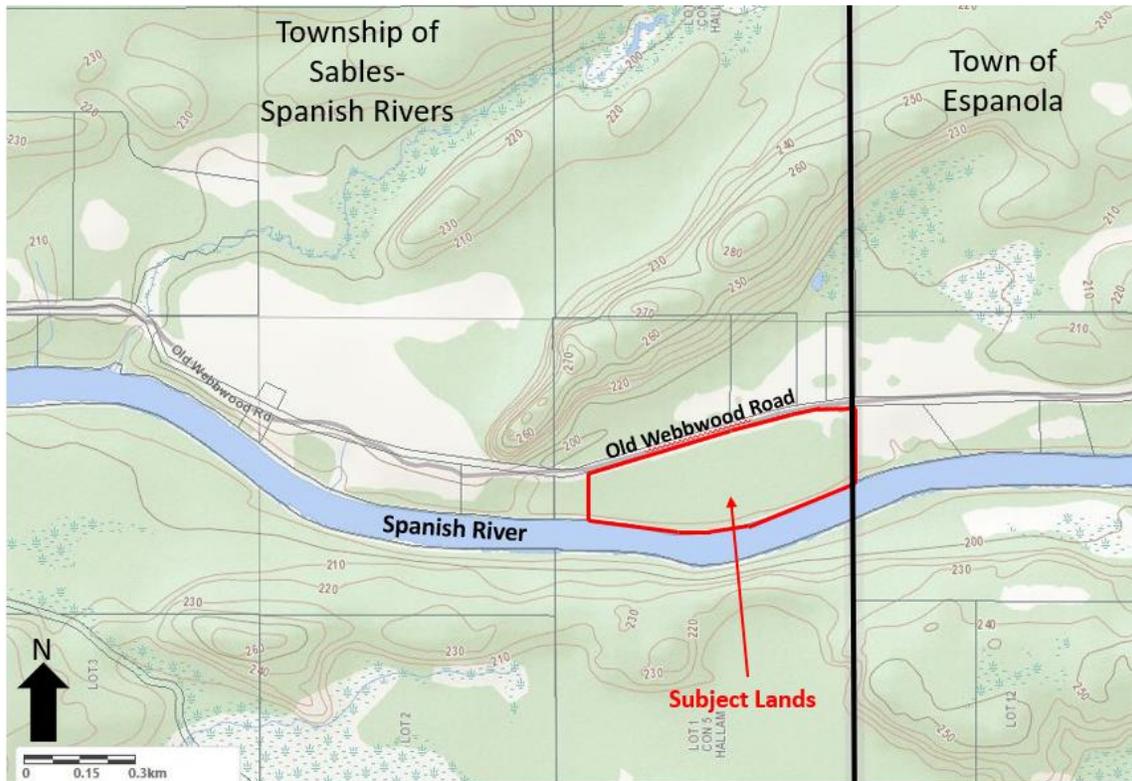
## **1.0 BACKGROUND**

The Township of Sables-Spanish Rivers (Township) has requested J.L. Richards & Associates Limited's (JLR) professional opinion regarding applications for an Official Plan Amendment, Zoning By-law Amendment, and Plan of Subdivision for the subject property.

### **1.1 Subject Lands Location & Context**

The subject lands are legally described as: PIN 734130448, PT LOT 1 CON 5 HALLAM SAVE AND EXCEPT PART 1 ON 53R-18983 TOWNSHIP OF SABLES-SPANISH RIVERS. The lands have an area of approximately 16 hectares and are generally forested, with a few small clearings. The property is on a gradual slope towards the Spanish River with a significant slope located approximately 30 metres adjacent to the river.

The subject lands abut the Township's border on the eastern side with the Town of Espanola, with the Spanish River is found along the south side of the property. To the north of the site is the Old Webbwood Road, a year-round maintained, open municipal road. A rural residential dwelling is located immediately adjacent to the west of the site.



*Figure 1: Context Area of the proposed subdivision*

The surrounding area can be characterized as rural, forested lands, with very low density rural residential dwellings dispersed along Old Webbwood Road. The subject lands are located about halfway between the settlement areas of Webbwood and Espanola.

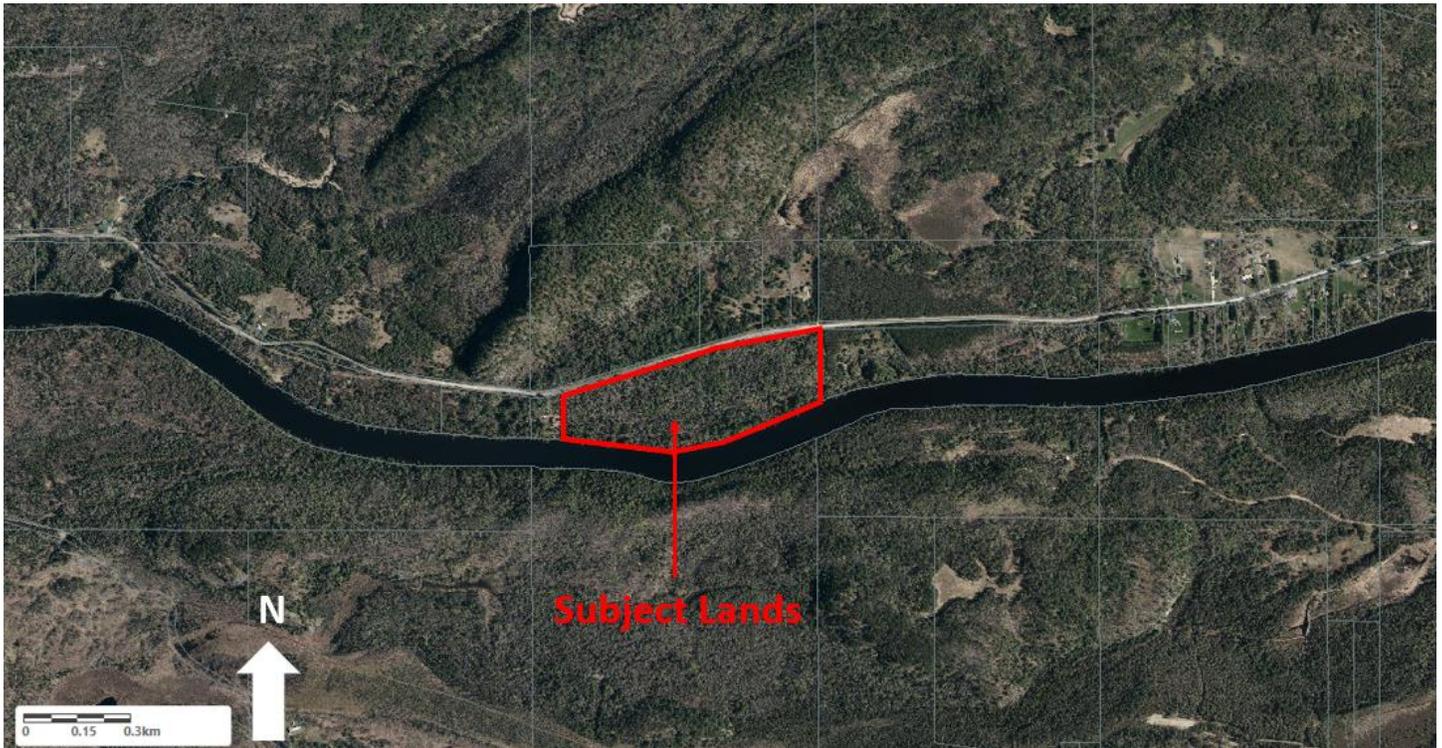


Figure 2: Satellite Imagery of Subject Lands and surrounding area.

## 1.2 Applications

The applicant has submitted three applications for the subject lands: an Official Plan Amendment (OPA); Zoning By-law Amendment (ZBA); and Draft Plan of Subdivision (DPS).

The OPA will redesignate the subject lands from Rural to Resource Recreation District, as the lands are within 300m of water body, the Spanish River. The OPA will also allow for a nine (9) lot residential subdivision.

The ZBA will rezone the subject lands from Rural to Resource Recreation to implement the new Official Plan designation and permit residential dwellings on the new lots. A site-specific setback of 13 metres from the Top of Bank of the lands which steeply slope to Spanish River will be included to protect development and the Spanish River.

Lastly, the DPS will divide the property into nine (9) lots to permit one residential dwelling per lot, to be serviced with private individual septic systems and wells, each with a minimum lot area of 1 hectare and minimum road frontage of 80 metres from Old Webbwood Road.

The application was deemed complete on March 11, 2024.

The following reports were provided to support the applications:

- Geotechnical Investigation and Design Report and Slope Stability Analysis, prepared by EXP Services Inc., dated October 3<sup>rd</sup>, 2023.
- Hydrogeological Report, prepared by EXP Services Inc., dated October 6<sup>th</sup>, 2023.
- Servicing Options Statement, prepared by EXP Services Inc., dated October 6<sup>th</sup>, 2023.
- Environmental Impact Statement, prepared by Blue Heron Environmental, dated November 2023.
- Technical Memorandum - Future Development Recommendations and Best Management Practices prepared by Blue Heron Environmental, dated October 6<sup>th</sup>, 2023.
- Stage 1 and Stage 2 Archaeological Assessment, prepared by Woodland Heritage Northwest, dated June 16, 2023
- Draft Plan of Subdivision, prepared by Tulloch Geomatics Inc, dated January 24<sup>th</sup>, 2024.

### **1.3 Proposed Development**

The proposed development is for a nine-lot (9) rural residential subdivision development along the Spanish River. Each of the lots have at least +/-80 metres of frontage along Old Webbwood Road and range in area from 1.25ha to 2.14ha. Figure 3 shows the proposed Draft Plan of Subdivision.

The proposed subdivision will be serviced by private individual wells and septic systems. Design specifics will follow the submitted studies and be reviewed at the time of building permit. Existing hydro lines along Old Webbwood Road will provide electricity to the subject lands. With the location of the proposed development, parkland dedication will be provided via Cash-In-Lieu. Based on the geotechnical investigation and slope stability report, a 13-metre setback from the top of slope will be implemented to protect development, the watercourse, and natural features.

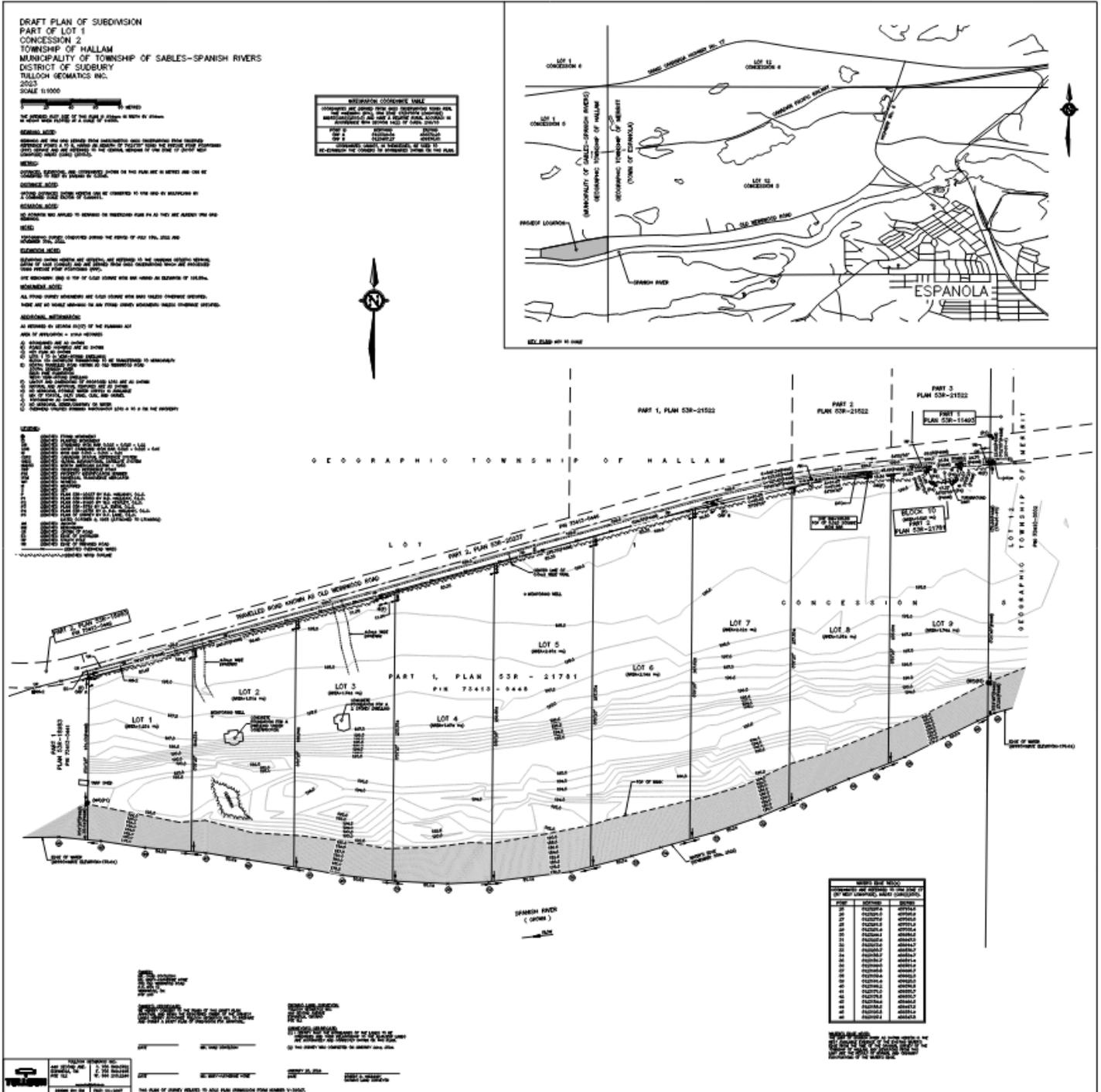


Figure 3: Proposed Draft Plan of Subdivision

**2.0 SUBDIVISION CONSIDERATIONS**

**2.1 Lot Fabric**

The proposed lot fabric of the Plan of Subdivision represents the standard rural lot size, of a minimum of 1.0 ha and frontage of +/-80m. The shape and orientation of the lots ensure each lot has frontage and direct access to Old Webbwood Road

and frontage on the Spanish River. The lots also ensure easy access for construction and services while maintaining the rural character of the area.

## 2.2 Natural and Cultural Features

The applicant's Environmental Impact Study (EIS) provides that the subject lands are in Georgian Bay Ecoregion 5E. As per the EIS, the subject lands are comprised of a single canopy layer with a canopy cover greater or equal to 75%. The dominating canopy species are White Pine, Red Pine Jack Pine, Red Maple, and Red Oak averaging 15 centimetres (cm) to 20 cm diameter at breast height (DBH). The trees ranged from 13 m to 16 m in height.

The subject lands also have the possibility for significant wildlife habitat. As part of the EIS, no targeted surveys were undertaken to confirm the presence of wildlife habitat. The following wildlife were confirmed present in the study area during the site visit: Monarch, Bald Eagle, Canada Warbler, Eastern Wood-pewee, Evening Grosbeak, Golden-winged Warbler, and Rusty Blackbird. Other potential species include Mink, Otter, Marten, Eastern Wolf, Marten, Fisher, Deer, Blanding Turtle's, and a variety of other amphibians and fish.

The EIS provides a list of the species and their potential to be located on the subject lands. In addition, mitigation measures and recommendations to address any potential species have been included in the submission package. Of note, further study through targeted surveys is required prior to residential development. As such, targeted surveys will be required as a condition of draft approval. The mitigation measures already proposed and any additional measures as a result of targeted surveys will be included in the subdivision agreement and registration to ensure they are adhered to.

The Stage 1 and Stage 2 Archaeological Assessment for the proposed development was undertaken in accordance with the requirements of the Ontario Heritage Act, the Standards and Guidelines for Consulting Archaeologists and the Township's Official Plan. Using evidence from background historic research, physical property inspection, location of known or registered archaeological sites, previous archaeological assessments, and indicators of archaeological potential, the Stage 1 report indicated areas where Stage 2 shovel testing should take place. Recommendations from the Stage 2 report indicated that no further archaeological assessment is required for the proposed development.

## 2.3 Servicing

The Servicing Options Study evaluated the potential for servicing the subject lands on full municipal services, communal services, and individual services. As the subject property is located in the rural area and proposed for residential dwellings on large lots, it is recommended that the Site be serviced by individual sewage systems and individual water supplies from groundwater within aquifers beneath the Site. The Options Study specifically recommends that water supplies be obtained from the bedrock aquifer, due to the apparent higher water quality and lower potential for hydraulic connectivity to the Spanish River. Water supplies will have to be treated to ODWS requirements, prior to use as a potable source.

Both the individual wells on each property and the sewage systems will need to be in compliance with the Ministry of Environment, Conservation and Parks (MECP) and the Building Code. This, along with other requirements outlined in the report will be included as draft conditions in both the subdivision agreement and registration to ensure they are adhered to.

## 2.4 Access

Access to the proposed lots will be from the existing Township road, Old Webbwood Road. The road is maintained year-round and will provide access to each of the lots for both vehicles and other services (hydro, garbage, etc.). No new public roads are proposed as part of the subdivision.

Each proposed lot also has access to the Spanish River on the south side. Any access via water and structures along the Spanish River will need to comply with the Zoning By-law.

## 2.5 Parkland Dedication

Cash-in-lieu will be required as part of the subdivision approval and registration. The Township does not have a parkland dedication by-law and therefore Section 51.1.(1) of the Planning Act will be used to calculate the payment at 5% of the land

value. The determination of the required amount of cash will be based on the value of the land as of the day before the approval of the draft plan of subdivision, as outlined in Section 51.1(4) of the Planning Act.

### **3.0 ANALYSIS**

This section of the report will review the proposed development within the context of the legislative framework, including the Planning Act R.S.O 1990, Provincial Policy Statement 2020, and the Township's Official Plan and Zoning By-law.

#### **3.1 Planning Act, R.S.O 1990**

The *Planning Act* prescribes matters of Provincial Interest and establishes the ground rules for land use planning in Ontario which includes policies, regulations, and procedures related to Official Plan Amendments, Zoning By-law Amendments, and Plans of Subdivision.

JLR is satisfied that the proposed Official Plan Amendment and Zoning By-law Amendment are appropriate with regards to Sections 2, 3, and 22 of the Planning Act.

JLR has reviewed the proposed development and is satisfied that the proposed development can proceed by Plan of Subdivision and that regard has been had to the matters under Section 51(24) of the *Planning Act*.

#### **3.2 Provincial Policy Statement (PPS), 2020**

The Provincial Policy Statement 2020 (PPS) is issued under Section 3 of the Planning Act and is intended to guide municipalities in making planning decisions. The Planning Act requires that municipal decisions in respect to the exercise of any authority that affects a planning matter "*shall be consistent with*" the PPS.

The subject lands are located in the rural area of the Township. Section 1.1.5 of the PPS 2020 refers to Rural Lands in Municipalities.

- 1.1.5.2 On rural lands located in municipalities, permitted uses are:*  
*c) residential development, including lot creation, that is locally appropriate;*

The proposed plan of subdivision is located on rural lands, which is appropriate for residential development. The lots are sufficient size for rural use and match other existing residential development located on Old Webbwood Road and along the Spanish River.

- 1.1.5.4 Development that is compatible with the rural landscape and can be sustained by rural service levels should be promoted.*

The proposed development is compatible with the rural landscape and will be serviced by individual on-site private water and sewage services. This form of servicing is supported by the Servicing Options Report prepared by EXP.

- 1.1.5.5 Development shall be appropriate to the infrastructure which is planned or available, and avoid the need for the unjustified and/or uneconomical expansion of this infrastructure.*

The Plan of Subdivision is appropriate for the infrastructure which is available and avoids the need for unjustified and uneconomical expansion of infrastructure. Each residential lot will be serviced by private services. Each of the proposed lots has frontage on an existing Township road, Old Webbwood Road, which is maintained year round by the Township and currently has hydro services as well.

Section 1.6.6. of the PPS deals with Sewage, Water and Stormwater. Policy 1.6.6.4 states the following

*Where municipal sewage services and municipal water services or private communal sewage services and private communal water services are not available, planned or feasible, individual on-site sewage services and individual on-site*

*water services may be used provided that site conditions are suitable for the long-term provision of such services with no negative impacts. In settlement areas, individual on-site sewage services and individual on-site water services may be used for infilling and minor rounding out of existing development.*

The Servicing Options report recommends individual private services to be used, as it is not feasible to use either municipal or communal services.

Section 2.1 of the PPS deals with Natural Heritage.

*2.1.1 Natural features and areas shall be protected for the long term.*

*2.1.2 The diversity and connectivity of natural features in an area, and the long-term ecological function and biodiversity of natural heritage systems, should be maintained, restored or, where possible, improved, recognizing linkages between and among natural heritage features and areas, surface water features and ground water features.*

*2.1.6 Development and site alteration shall not be permitted in fish habitat except in accordance with provincial and federal requirements.*

*2.1.7 Development and site alteration shall not be permitted in habitat of endangered species and threatened species, except in accordance with provincial and federal requirements.*

As outlined in the EIS, there are several environmental features to be considered as part of the proposed development. The EIS identified the potential for habitat of endangered and threatened species, fish habitat, and natural heritage systems on the subject lands. The EIS includes recommendations for protection of that habitat. The current permitting approach to Species At Risk in Ontario allows for authorization of an activity by the Province, as long as an overall benefit is provided to the species in Ontario. As such, even though some species have been confirmed as present, and further surveys are required for others, a permitting approach may be taken to be consistent with the policies of the PPS.

Development will be set back a minimum of approximately 43m from the Spanish River, based on the slope being +/-30m from the shoreline to top of bank and a 13m setback from the top of bank as recommended by the Geotechnical investigation. This effectively implements the EIS' recommended setbacks for construction activities. In addition, the EIS has recommended clearing and construction activities should be avoided during sensitive time periods, generally between April 1<sup>st</sup> and August 31<sup>st</sup>. Targeted surveys for species at risk and potential wildlife habitat will be included in the subdivision conditions for draft approval.

Section 2.6 of the PPS deals with Cultural Heritage and Archaeology. The following policies are applicable to the subject lands:

*2.6.2 Development and site alteration shall not be permitted on lands containing archaeological resources or areas of archaeological potential unless significant archaeological resources have been conserved.*

The Stage 1 Archaeological Report recommended that a Stage 2 Assessment be completed, which included on-site shovel test pits. Based on the Stage 2 Assessment, no further archaeologist assessment is required for the proposed plan of subdivision.

Section 3 of the PPS promotes public health and safety to reduce the potential for risks from natural or human-made hazards. The proposed development does not conflict with Section 3 of the PPS.

Based on our review, through the implementation of the recommendations provided in the technical studies, the proposed development is consistent with the relevant policies of the PPS 2020.

### **3.3 Township of Sables-Spanish Rivers Official Plan, 2020**

The subject lands are designated "Rural" in the Township's Official Plan Schedule 'A1'. The proposed amendments are outlined below:

### 3.3.1 Proposed Amendments

The requested amendments for the subject lands are required based on the following policies in Official Plan:

#### 4.9. Rural Area – Residential Uses

##### 4.9.1. Permitted Uses

*Note: Rural residential uses do not include residential uses adjacent to i.e. within 300 m [984.2 ft.] of a water body. Such development is governed by policies in Section 4.10 - Resource Recreation District designation.*

##### 4.9.2. Planning Principles

*G. Lands in the Rural Area which are adjacent (i.e. within 300 m [984.2 ft.]) to an inland lake and the Spanish River (outside of the Massey urban settlement area) are not intended to be intensively developed (e.g. consents or a plan of subdivision or a major commercial use) without an amendment to this Plan in accordance with the provisions of Section 4.10 - Resource Recreation District.*

As the subject lands are adjacent to the Spanish River and to be developed via a Plan of Subdivision, an amendment to policy 4.9.2 is required to permit the subdivision application of nine (9) rural residential lots.

### 3.3.2 Policy Review

The following is a review of the applicable policies to the proposed development.

Section 3.0 of the OP provides general development policies for all development throughout the Township. Section 3.7 of the OP outlines policies for Plans of Subdivision. Policy 3.7.1 states the following:

*Land development shall generally take place by plan of subdivision in the urban settlement areas (Massey, Webbwood, and Walford) and for waterfront residential development where more than four lots/units are proposed. Development by plan of subdivision may be used for large lot residential development in the Rural Area. Consents shall otherwise be the method of land division.*

The application proposes waterfront development of more than four lots and large lots in the rural area, more than 1 ha as outlined in the OP. The proposed plan of subdivision is the proper method of land division and promotes good land use planning principles related to lot creation.

Policy 3.7.2 provides further criteria upon which plans of subdivision should be reviewed. The following outlines the key policies:

*2. The draft plan of subdivision shall illustrate all the requirements of Section 51 (17) of the Planning Act.*

The submitted draft plan of subdivision prepared by Tulloch Geomatics Inc. dated January 25<sup>th</sup>, 2024, contains the required information from Section 51 (17) of the *Planning Act*.

*3. The proposed use of the lands to be subdivided shall be a use permitted in the underlying land use designation*

*5. The lot(s) to be developed (and any lands to be retained) must meet the requirements of the zoning by-law, e.g.: Lot size for buildings, accessory uses, Lot size for sewage disposal systems Parking, snow storage, Lot frontage and depth, Setbacks from roads, water bodies, wetlands, Sufficient land area to allow development where constraints exist such as topography, soils (organic), rock, slope, wetland.*

The subject lands are zoned “Rural” in the Township’s Zoning By-law and per Schedule ‘A1’. This zone permits residential uses, such as single detached dwellings. The proposed Zoning By-law Amendment associated with the Plan of Subdivision has accounted for the requirements of the Zoning By-law. Further discussion on the Township’s Zoning By-law is found in Section 3.4 of this memo.

*7. The application shall be supported by studies or other information which may be required to determine whether the application will comply with the policies of this Plan, or to justify the reduction of required setbacks.*

As part of a complete application, several additional studies were required including an EIS, Geotechnical Report, Hydrogeological Report, Servicing Options Statement, and Archeological Assessment. The outcomes and recommendations of these reports will be implemented as appropriate in the draft conditions.

*8. The application should be supported with information or a certificate of approval or evidence to verify suitability of the lot(s) for sewage disposal. This may include approval for a connection to municipal water services or municipal sewage services, where available, an individual on-site sewage or water service or a private communal sewage or water service, or a hydrogeological study.*

*9. The application should be supported with information to verify suitability of the water supply (quantity and quality).*

A Servicing Options Statement and Hydrogeological Report were prepared by EXP and support the use of individual on-site septic systems and wells and confirm the quantity and quality of water. Further discussion of the proposed servicing is found below under Section 3.12 of the OP.

*10. The lot(s) shall have frontage on and direct access to a year-round maintained public road.*

Each of the proposed lots has frontage on and direct access to a year-round maintained public road, that being Old Webbwood Road, as identified in Schedule A1 of the OP.

*13. Where the potential for archaeological resources or lands containing archaeological resources has been identified or development or site alteration is proposed on adjacent lands to a protected heritage property, an archaeological or heritage impact assessment shall be required. The applicant shall consult with the municipality, and where archaeology is concerned, the Ministry of Tourism, Culture and Sport (see Section 3.15, Cultural Heritage and Archaeological Resources).*

As part of a complete application, an Archaeological Report was required as per policy 3.15 of the Official Plan, which requires properties that are within 300m of a waterbody, including the Spanish River, to have an archaeological assessment. A Stage 1 and Stage 2 assessment were completed with no archaeological resources being found, and the report was submitted to the Ministry of Tourism, Culture and Sport for their review and records.

*20. Ensure that the design of rural non-farm residential development is appropriate for the site and surrounding area and creates a minimal impact on the natural environment.*

The proposed subdivision is appropriate for the site and surrounding area as the area is similarly characterized as rural with some residential development with large lots. Other rural residential uses are located in the area along Old Webbwood Road. The subject lands are adjacent to the Spanish River but further development of the lands will be required to have appropriate setbacks to protect the natural environment and from the steep slope. Recommendations from the EIS and the engineering reports will be included as draft conditions to ensure proper development and minimal impact on the natural environment.

*27. Conditions may be imposed by Council in the granting of consents and the approval of subdivisions and condominiums.*

Schedule A of this report outlines the proposed draft conditions that must be fulfilled prior to approval of the subdivision.

Among the conditions noted above, and further referred to in Section 6.21 of the OP, Council may require the conveyance of 5% of the lands for residential development or the cash-in-lieu equivalent for park or other public recreational purposes. Given the location of the lands, a 5% cash-in-lieu equivalent is recommended and will be included in the conditions of approval to support existing or further recreational infrastructure in the Township.

Section 3.8 requires that “Where a lot fronts on both a water body and a street, the lot line abutting the water body

*and the lot line abutting the road must meet both the minimum lot frontage requirements.” All lots have frontage on Old Webbwood Road and the Spanish River. Some of the lot frontages on Old Webbwood Road may be slightly under 80m. Given the overall property dimensions, these can be revised as part of the submission of the final plan to comply with this policy and the requirement for an 80m frontage.*

It is our opinion that the proposed application for a plan of subdivision conforms to the general development policies of the Official Plan.

Section 3.12 of the Township’s OP provides policies for water supply and sewage disposal. Section 3.12.3 provides for specific policies related to on-site sewage and water services. Policy 3.12.3.1 states the following:

*Lands throughout the Planning Area outside of service areas within settlement areas may be serviced by individual on-site sewage services provided that site conditions are suitable for the long-term provision of such services with no negative impacts.*

The plan of subdivision will be serviced by individual on-site sewage services. As outlined in the servicing options report prepared by EXP, the proposed lots are recommended to be serviced by private services. The subject lands are not close to existing municipal services or a settlement area, where municipal services are located. Communal servicing would be difficult to construction and more complex with respect to ownership and maintenance and is not recommended.

Adjacent properties are serviced by private wells and septic, which is further supported by the Hydrogeological Report prepared by EXP as existing groundwater sources are present. No negative impacts are expected, and the subject lands are located sufficiently away from the urban area and no municipal services are expected.

Furthermore, policy 3.12.3.1 states the following:

*For plans of subdivision on privately owned and operated individual or communal septic systems, where more than five lots or units are proposed, a servicing options report and a hydrogeological report in accordance with Ministry of the Environment, Conservation and Parks D-5 Guidelines will be required.*

As discussed above, a servicing options report and a hydrogeological report were required as part of a complete application for the subject lands. Both reports support the use of individual on-site septic and water to service the plan of subdivision. Therefore, the proposed servicing options conform to policies outlined in section 3.12 of the Official Plan. Implementation of the reports’ recommendations in the subdivision agreement to ensure proper servicing will be included as a condition of draft approval.

Section 3.13 provides policies and outlines the Township’s approach to stormwater management. While reports were not required as part of a complete application, submission of a stormwater management plan to address drainage, erosion, and sediment control will be required as a condition of approval.

Section 3.15 of the Official Plan provides policies around Cultural Heritage and Archaeological Resources. Policy 3.15.2.7 states the following:

*Archaeological potential areas within the Township will be determined through provincial screening criteria or through criteria developed by a licensed archaeologist and can include properties along shorelines within 300 m [984 ft.] of primary lakes and rivers (e.g. Spanish River).*

As the applications are located on land within 300m of the Spanish River, an Archaeological Assessment was required. The initial Stage 1 desktop assessment completed by Woodland Heritage Northwest warranted further on-site assessment through a Stage 2 review that concluded that no further assessment is required for the proposed plan of subdivision. The proposal conforms to the policies outlined in Section 3.15 of the Official Plan related to cultural heritage.

Section 3.16 of the OP describes policies related to Flood Plains and other development constrains. The policies under 3.16.1 state the following:

1. *The following are recognized as representing the flooding hazard in the Planning Area where flood plain elevations have been established:*
  - B. *Spanish River: flood plain elevation (regulatory flood) is 177.3m*
  
6. *Measuring Setbacks:*
  - A. *The required 30 m [98.4 ft.] setback on Agnew Lake and the Spanish River shall be measured from the limit of the flood elevation set out in Section 3.16.2.1. The flood elevation contour should be established on a property by a qualified Ontario Land Surveyor.*
  - C. *Other hazardous sites may include lands which if developed, may create a risk to property damage, loss of life and social disruption (e.g. steep slopes, lands subject to slumping or subsidence). Hazardous sites may be unstable, poorly drained or have any other physical condition or impairment which can lead to the deterioration of man-made structures thereon. Development on or adjacent to such lands may be considered where it is clearly demonstrated to Council through engineering or other studies, that the hazard can be overcome, that no new hazard is created or existing hazards are not aggravated and no adverse impacts will result.*

The edge of the water limit and its approximate elevation, 176.6m, has been provided on the submitted draft plan of subdivision. Based on the topographic information and photos included in the submitted reports, the lands are very steep adjacent to the Spanish River. The lands drop off 16m in height towards the river over approximately 30m horizontally from the top of the slope. The slope starts around an elevation between 192m – 194m. The length of the slope (+/-30m) effectively provides the required setback from the flood elevation, and given the change in elevation over the 30m, flooding is not a concern regarding the proposed development as compared to the steep slope. As part of the Geotechnical Report prepared by EXP, a slope stability analysis was performed and recommended a minimum setback of 13.0 metres, as per the Ministry of Natural Resources and Forestry (MNRF) Technical Guide, be implemented from the existing top of bank. The proposal conforms to the policies related to flood plains and the steep slopes.

Section 3.22 of the Official Plan provides policies regarding Natural Heritage Features located within the Township. These features are outlined on the land use schedules that form part of the Official Plan. The subject lands do not have any features identified on these schedules. However, policy 3.22.2.1 provides an evaluation process to determine if an EIS is required. The proposed development meets two of the four triggers: creation of 3 or more lots and a change in land use requiring a Planning Act approval.

An EIS was prepared by Blue Heron which included a Species at Risk review, site investigation, and an assessment of impacts. An addendum regarding the recommendations based on the findings of EIS was included. Generally speaking, the policies under Section 3.22.3 outline that no development and site alteration shall be permitted in areas that could be considered to have significant wildlife, fish habitat, endangered species and threatened species unless it has been demonstrated through an impact assessment that there will be no negative impacts. The current permitting approach to Species At Risk in Ontario allows for authorization of an activity by the Province, as long as an overall benefit is provided to the species in Ontario. As such, even though some species have been confirmed as present, and further surveys are required for others, a permitting approach may be taken to conform with the policies.

The submitted EIS indicated the potential for occurrence for Habitat of Endangered and Threatened Wildlife, Fish Habitat, and Significant Wildlife Habitat as “High”. The table below provides a summary of the EIS’ recommendations. The targeted surveys and an Information Gathering Form will be required as a condition of draft approval. The proposed zoning by-law amendment will implement the recommended setbacks and timing windows. It is recommended that a copy of the EIS and recommendations be provided to future lot owners and included in the Subdivision Agreement.

Occurrence	Recommendations
	<ul style="list-style-type: none"> <li>- The desktop screening should be revised prior to construction to consider newly listed species and changes to species designations under the ESA.</li> <li>- Targeted surveys are recommended to confirm the presence of the following protected SAR (i.e., designated as endangered and threatened under the ESA), assessed as having either moderate or high occurrence potential in the Study Area:               <ul style="list-style-type: none"> <li>- Birds (Bank Swallow and Red-headed Woodpecker); and</li> </ul> </li> </ul>

<p><i>Endangered and Threatened Wildlife</i></p>	<ul style="list-style-type: none"> <li>- Bats (Northern Long-eared Myotis, Little Brown Myotis, Eastern Small-footed Myotis; and Tri-coloured Bat.</li> <li>- Since Blanding’s Turtle and Black Ash have been confirmed present, an Information Gathering Form (IGF) should be completed by a qualified professional and submitted to the Ministry of the Environment, Conservation and Parks (MECP) prior to the initiation of Project activities.</li> <li>- Clearing and other construction activities should be avoided during sensitive timing periods:             <ul style="list-style-type: none"> <li>- SAR bats – no clearing should take place between May 1st and August 31st;</li> <li>- Breeding birds – no clearing should take place between April 1st and August 31st, and</li> <li>- Blanding’s Turtles – no activity should take place between May 1st and June 30th.</li> </ul> </li> <li>- Developments must be sited to avoid impacting confirmed SAR habitat; and</li> <li>- Large-diameter trees (i.e., &gt;25 centimetres [cm] diameter at breast height [dbh]) should be left in place, to the extent feasible.</li> </ul>
<p><i>Fish Habitat</i></p>	<ul style="list-style-type: none"> <li>- Standards, guidelines, and best management practices for lakes and ponds and associated shoreline forest should include those provided in the Forest Management Guide for Conserving Biodiversity at the Stand and Site Scales (Ministry of Natural Resources 2010 ii), such as:             <ul style="list-style-type: none"> <li>- There should be no contamination from deleterious substances (e.g., storage fuels, machine maintenance liquids, and oils) within 30 metres (m) of the high-water mark,</li> <li>- Within 15 m of the high-water mark, no use of heavy machinery should be permitted to prevent rutting, compaction and mineral soil exposure;</li> <li>- Trees should be felled away from the high-water mark within 3m. Trees accidentally felled into the water should be left where they fall and excessive removal or damage of sapling trees (&lt;10 cm dbh) should be prohibited;</li> <li>- Silt fencing should be erected 30 m from the high-water mark to control sediment from entering the water and impacting potential fish habitat;</li> </ul> </li> <li>- Mitigation measures recommended to protect fish and fish habitat should include those provided in the Fish and Fish Habitat Policy Statement (Fisheries and Oceans Canada 2019 iii), such as:             <ul style="list-style-type: none"> <li>- All grading related to development shall be directed away from the water to prevent the flow of storm water runoff into the Spanish River; and</li> <li>- Vehicles working on the Site should be equipped with spill kits to prevent the release of deleterious substances into the water.</li> </ul> </li> </ul>
<p><i>Significant Wildlife Habitat</i></p>	<ul style="list-style-type: none"> <li>- Developments should be sited to avoid impacting significant natural heritage features to the extent feasible. However, habitat to support the Species of Conservation Concern identified through the EIS (Blue Heron 2023) is not limited in the area and the removal of limited amounts of the available habitat is not expected to have a negative impact on the survival of the local populations;</li> <li>- Clearing and other construction activities should avoid sensitive timing periods, as listed above.</li> </ul>

The proposed development conforms to the policies under Section 3.22 through the recommendations outlined and supported through the EIS.

Section 4.10 of the Official Plan provides policies for lands that are designated as Resource Recreation District. As the subject lands are being redesignated to this designation, these policies have been reviewed to ensure the proposed development will conform to them.

The Resource Recreation District designation is used for development along inland lakes and water bodies, including the Spanish River. This designation is to protect these water bodies and the natural environment to prevent further deterioration of the water quality, while allowing for limited waterfront development, including residential uses.

The permitted uses in the Resource Recreation District designation include seasonal and limited residential and recreational commercial. The proposed development of a nine-lot residential subdivision would be permitted.

New lots should be a minimum size of 1 hectare and have a minimum frontage of 80m. The lots proposed in the draft plan of subdivision generally conform to these lot requirements.

Sewage systems are required to be setback at least 30m from the shoreline of a watercourse. The proposed 13-metre setback from the top of bank (in addition to +/- 30 m setback from shoreline to top of bank) will ensure the proposed sewage systems are not built too close to the Spanish River.

Policy 4.10.10 requires that applications for plans of subdivision include an impact report to review the impact of the proposed use on water quality. The hydrogeological study indicates that due to the high flow rate of the Spanish River and the limited effluent discharge rate, phosphorus loading from the Site would have negligible impacts on the receptor body. However, it is noted that this study relies on flow data most recently from 1994 and will be required to be updated with more recent data as a condition of approval.

Policy 4.10.11 outlines the requirements for a natural vegetation buffer along lands adjacent to watercourses. This buffer is to be 15m or 30m from the shoreline depending on the sensitivity of the natural environmental and vulnerable water features. As outlined in the EIS, there is the high potential for Fish Habitat, along with Endangered and Threatened Wildlife, and Significant Wildlife Habitat. A 30m vegetative buffer from the shoreline should be implemented in the Zoning By-law Amendment to ensure conformity and will also permit the EIS recommendations to implemented.

Based on our review, the proposed development conforms to the general development policies under Section 3.0 and the Resource Recreation District under Section 4.10 of the Official Plan. Through the implementation of the recommendations provided in the technical studies and subject to the approval of the requested Official Plan Amendment, the proposed development otherwise conforms to the OP.

**3.4 Township of Sables-Spanish Rivers Zoning By-law, 2020**

The subject lands are currently zoned as “Rural” in the Township’s Zoning By-law and on Schedule A1 of By-law 2003-15. The proposed Zoning By-law Amendment is to rezone the lands from “Rural” (R) to “Resource Recreation” (RR). This zone will align with the new Official Plan designation of Resource Recreation District and is intended to be used for multiple lot development adjacent to waterbodies.

The following table outlines the zone provisions for the Resource Recreation Zone.

Provision	Requirement	Proposed	Compliance
Minimum Lot Area	1 ha	1.25 ha	✓
Minimum Lot Frontage	80m	+/-80m	to be confirmed or revised on Draft Plan
Minimum Lot Depth	50m	130m	✓

*Table 1: RR Zone Provisions – Lot Metrics*

The proposed lots on the Draft Plan of Subdivision appear to generally conform to the above provisions. Some of the lots have frontages on the arc of Old Webbwood road and may be slightly under 80m. Given the overall property dimensions, these can be revised as part of the final plan to comply with the ZBL. The table below outlines the additional provisions in the RR zone that each proposed dwelling on the lot will be required to comply with, which will be examined at the time of Building Permit.

Provision	Requirement	Proposed	Compliance
Minimum Front Yard Setback (Shoreline)	30m		
Minimum Front Yard Setback (Old Webbwood Road)	15m		
Minimum Interior Side Yard Setback	4m		

Maximum Building Height	11m	To be confirmed at the time of Building Permit
Maximum Lot Coverage	10%	
Maximum number of Dwelling Units per lot	1	
Seasonal/Single Detached Dwelling Parking Requirements	1 space per dwelling	

*Table 2: Additional RR Zone Provisions – Buildings and Structures*

Section 4.20 of the By-law outlines special setbacks for a variety of land uses within the Township, including Section 4.20.6 for water bodies. The provisions under Section 4.20.6 sets out that the minimum setback from the shoreline for a habitable structure (dwelling) or a non-residential building shall be 30m. This 30-metre setback shall also apply for sewage disposal system of each of the proposed dwellings.

In this case, the zoning by-law defines “shoreline” as follows:

*Means those lands extending from the average annual water level which have potential and direct significant impact on near shore waters and the shore ecosystem through run-off, and where land use activity is primarily water oriented.*

As previously discussed, the lands immediately adjacent to the Spanish River are very steep, as outlined in the geotechnical report and slope stability analysis. The report recommends a minimum setback of 13.0 metres be implemented from the existing top of bank, as per the MNRF Technical Guide. This setback will be included as a special exception in the zoning by-law.

Based on our review of the Township’s Zoning By-law, as amended, it is our opinion the proposed lots in the plan of subdivision comply with the Resource Recreation Zone as proposed in the amendment. A special exception zone will be used to implement the site-specific exception related to the proposed setbacks from top of bank

**4.0 PUBLIC COMMENTS**

A Public Meeting will be held with respect to these applications on June 12, 2024. Prior to the public meeting one (1) written comment was received. In making a decision on the applications, it is incumbent upon Council to take into consideration any public comments received, either written or oral comments.

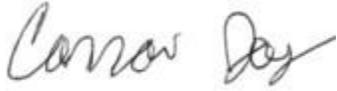
**5.0 RECOMMENDATION**

The proposed Plan of Subdivision, Official Plan Amendment, and Zoning By-law Amendment applications are consistent with relevant provincial land use policies and otherwise conform to the Township of Sables-Spanish Rivers’ Official Plan, subject to the recommended conditions of draft approval. As such, we recommend that Council of the Township of Sables-Spanish Rivers grant draft approval to the subdivision, subject to the conditions provided in the attachment, and approve the Official Plan Amendment and Zoning By-law Amendment.

Should you have any questions regarding the above, or if additional information is required, please contact the undersigned.

J.L. RICHARDS & ASSOCIATES LIMITED

Prepared by:



Connor Joy  
Planner

Reviewed by:



Sarah Vereault, RPP, MCIP  
Associate, Senior Planner

CJ:sv

Attach: Schedule "A" Conditions of Draft Approval

**Schedule A**

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Draft Plan of Subdivision Draft Conditions

## Schedule "A" Conditions of Draft Approval

Applicant: Chad Sokoloski and Mary Katherine Howe

Municipality: Township of Sables-Spanish Rivers

Location: Part of Lot 1 Concession 5 Township of Hallam,

Township of Sables-Spanish Rivers, District of Sudbury

Date of Decision: June 12 2024

Date of Lapsing: June 12 2027

The Township of Sables-Spanish Rivers conditions and amendments to the final plan approval for registration of this plan of subdivision are as follows:

<b>No.</b>	<b>Condition</b>
1.	<p>That this approval applies to the Draft Plan of Subdivision prepared by Tulloch Geomatics Inc, Robert D. Halliday, Ontario Land Surveyors dated January 25, 2024, to show a total of:</p> <ul style="list-style-type: none"><li>- Nine (9) residential lots</li></ul>
2.	<p>Prior to final approval for registration, the Township shall be satisfied that the proposed Plan of Subdivision conforms to the Official Plan and complies with the Zoning By-law for the subject lands as outlined with the requirements of the <i>Planning Act</i>.</p> <p>In particular, the final plan shall demonstrate that all lot frontages on the Spanish River and Old Webbwood road are a minimum of 80 m.</p>
3.	<p>That the approved Official Plan Amendment redesignate the subject lands from "Rural" to "Resource Recreation District".</p>
4.	<p>That the approved Zoning By-law Amendment rezone the subject lands from "Rural" (R) to "Resource Recreation Special Exception Thirty-Two (RR-32) and include the following site-specific exceptions to be applied to each new lot on the subject lands</p> <ul style="list-style-type: none"><li>• Implement a 13-metre setback from the top of bank as outlined in the Draft Plan of Subdivision prepared by Tulloch Geomatics Inc, Robert D. Halliday, Ontario Land Surveyors dated January 25, 2024.</li></ul>
5.	<p>That the Official Plan Amendment and Zoning By-law Amendment be adopted and approved with all levels of appeals exhausted prior to registration.</p>
6.	<p>The Applicant shall include a copy of the Zoning requirements with the sale of each lot.</p>
7.	<p>That the Applicant shall provide a copy of the Environmental Impact Study, Geotechnical Report, and Hydrogeological Report, with the sale of each lot, and any other studies upon request.</p>
8.	<p>That the recommendations outlined in the document prepared by Blue Heron Environmental "Future Development Recommendations and Best Management Practices" and dated October 6, 2023, be included in the subdivision agreement as appropriate, registered on title for each lot and be implemented to the satisfaction of the Clerk of the Township.</p>

## Schedule "A" Conditions of Draft Approval

Applicant: Chad Sokoloski and Mary Katherine Howe

Municipality: Township of Sables-Spanish Rivers

Location: Part of Lot 1 Concession 5 Township of Hallam,  
Township of Sables-Spanish Rivers, District of Sudbury

Date of Decision: June 12 2024

Date of Lapsing: June 12 2027

9. Prior to any site alteration or construction on the subject lands, the owner shall demonstrate to the satisfaction of the Township that all requirements set out by the MECP under the Endangered Species Act have been satisfied including completion of targeted surveys, an Information Gathering Form, and permitting or implementation of mitigation measures.
10. That the recommendations outlined in the Geotechnical Report prepared by EXP regarding foundation construction, construction weather conditions, and construction quality be included in the Subdivision Agreement and implemented at the time of construction of any future residential dwellings.
11. That a Stormwater Management Plan in accordance with the principles outlined Section 3.13 of the Township's Official Plan that addresses drainage, erosion, and sediment control and measures be completed by a qualified individual to the satisfaction of the Township.
12. That Cash-in-Lieu of parkland be paid in the amount of 5% of the value of the subject lands as outlined in Section 51.1 of the *Planning Act*.
13. That the Township of Sables-Spanish Rivers is advised in writing by Bell Canada and Hydro One that easement documents to facilitate the provisioning of services and access to existing infrastructure have been executed by the applicant. The applicant shall undertake to complete the registration of the documents subsequent to the registration of the Plan of Subdivision and the legal Reference Plan describing the easements.
14. That the Applicant grant any easements as required by utility companies.
15. That the civic address numbering for each lot be submitted for review and approval to the Township to ensure compliance with the Township's database system.
16. That the Applicant confirm the proposed method of garbage pick-up for the new nine (9) lots and that it be to the satisfaction of the Clerk of the Township.
17. That it be demonstrated each lot can be appropriately serviced by individual services, including a well and septic system, in compliance in the MECP guidelines and as outlined in the Servicing Options Statement and Hydrogeological Report prepared by EXP and dated October 6, 2023.
18. That the applicant agrees that all required surveying and survey monuments shall be undertaken for all lots and easements by a qualified Ontario Land Surveyor and shall be completed, as required, prior to final approval.
19. That the Applicant agrees to submit the required number of copies of the proposed Final Plan of Subdivision including copies of reference plans and other

## Schedule "A" Conditions of Draft Approval

Applicant: Chad Sokoloski and Mary Katherine Howe

Municipality: Township of Sables-Spanish Rivers

Date of Decision: June 12 2024

Location: Part of Lot 1 Concession 5 Township of Hallam,  
Township of Sables-Spanish Rivers, District of Sudbury

Date of Lapsing: June 12 2027

instruments for all easements to the Clerk of the Township of Sables-Spanish Rivers for their review and approval.

20. That the Applicant agrees, prior to final approval, to enter into a Subdivision Agreement, to be registered on title, to satisfy all requirements, financial, servicing and otherwise, with the Township of Sables-Spanish Rivers.
21. The Applicant acknowledges and agrees that an Inhibiting Order will be placed upon the subdivision lands, which the Inhibiting Order will be lifted by the Municipality after the following:
  - a) Registration of all relevant agreements and easements has been completed; and
  - b) Applicant's execution of the Subdivision Agreement.
22. That draft plan approval for this subdivision is for a period of three years. The Applicant shall apply for any extension at least 60 days prior to the lapsing date.
23. That the Applicant(s) shall remit the finalization fee as a deposit of \$20,000 in the form of a certified cheque or money order, as a deposit to cover all planning fees to the Township of Sables-Spanish Rivers prior to final approval.
24. The Owner shall pay any outstanding taxes owing to the Township of Sables-Spanish Rivers prior to registration.

### NOTES TO DRAFT APPROVAL

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1. It is the Applicant's responsibility to fulfill the conditions of draft approval and ensure that the required clearance letters are forwarded by the appropriate agencies to the Clerk of the Township of Sables-Spanish Rivers
2. It is understood that the conditions for final approval does not absolve the Applicant or any resident of responsibility for compliance with the requirements of the zoning by-law or the requirement to enter into any site plan approval under Section 41 of the *Planning Act*.
3. At any time prior to final approval of this plan for registration, the Township may, in accordance with Section 51 (44) of the *Planning Act*, amend, delete or add to the conditions and this may include the need for amended or new studies.
4. All measurements in subdivision final plans must be presented in metric units.

**AMENDMENT NO. 02 TO THE  
TOWNSHIP OF SABLES-SPANISH RIVERS OFFICIAL PLAN**

PIN 73413-0448; Part of Lot 1, Concession 5, Geographic Township of Hallam,  
Township of Sables-Spanish Rivers, District of Sudbury.

Prepared for:

**TOWNSHIP OF SABLES-SPANISH RIVERS**  
11 Birch Lake Road  
Massey, ON, P0P 1P0

June 2024

**J.L. RICHARDS & ASSOCIATES LIMITED**  
Consulting Engineers • Architects • Planners  
314 Countryside Drive  
Sudbury, Ontario  
P3E 6G2

JLR 28964 (04)

THE CORPORATION OF THE TOWNSHIP OF SABLES-SPANISH RIVERS

BY-LAW NO. 2024-32

The Council of the Corporation of the Township of Sables-Spanish Rivers in accordance with the provisions of Section 17 of the *Planning Act*, hereby enacts as follows:

1. Amendment NO. 02 to the Township of Sables-Spanish Rivers Official Plan, consisting of the attached text and map, is hereby adopted.
2. This By-law shall come into force and take effect on the day of the final passing thereof.

READ a first and second time this 12<sup>th</sup> day of JUNE, 2024.

READ a third time and finally passed this 12<sup>th</sup> day of JUNE, 2024.

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MAYOR – K. BURKE

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CLERK – A. WHALEN

TOWNSHIP OF SABLES-SPANISH RIVERS  
OFFICIAL PLAN

AMENDMENT NO. 02

This amendment was adopted by the Corporation of the Township of Sables-Spanish Rivers by By-law No. 2024-32 in accordance with Sections 17 and 22 of the *Planning Act*, on the 12 day of June 2024.

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Kevin Burke  
Mayor

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Anne Whalen  
Clerk-Administrator

This is the Original of Amendment NO. 02 of the Township of Sables-Spanish Rivers  
Official Plan

Anne Whalen  
Clerk-Administrator

PART A - THE PREAMBLE gives an explanation of the purpose and basis for the amendment, as well as the lands affected, but does not constitute part of this Amendment.

## PURPOSE

The purpose of the proposed Official Plan Amendment NO. 02 is to redesignate the subject lands from Rural to Resource Recreation District. The Amendment will allow for a nine (9) lot residential subdivision to be located along the Spanish River.

## LOCATION

PIN 73413-0448; Part of Lot 1, Concession 5, Geographic Township of Hallam, Township of Sables-Spanish Rivers, District of Sudbury.

## BASIS

The proposed OPA would redesignate the subject lands from Rural to Resource Recreation District and allow for a nine (9) lot residential subdivision to be located along the Spanish River.

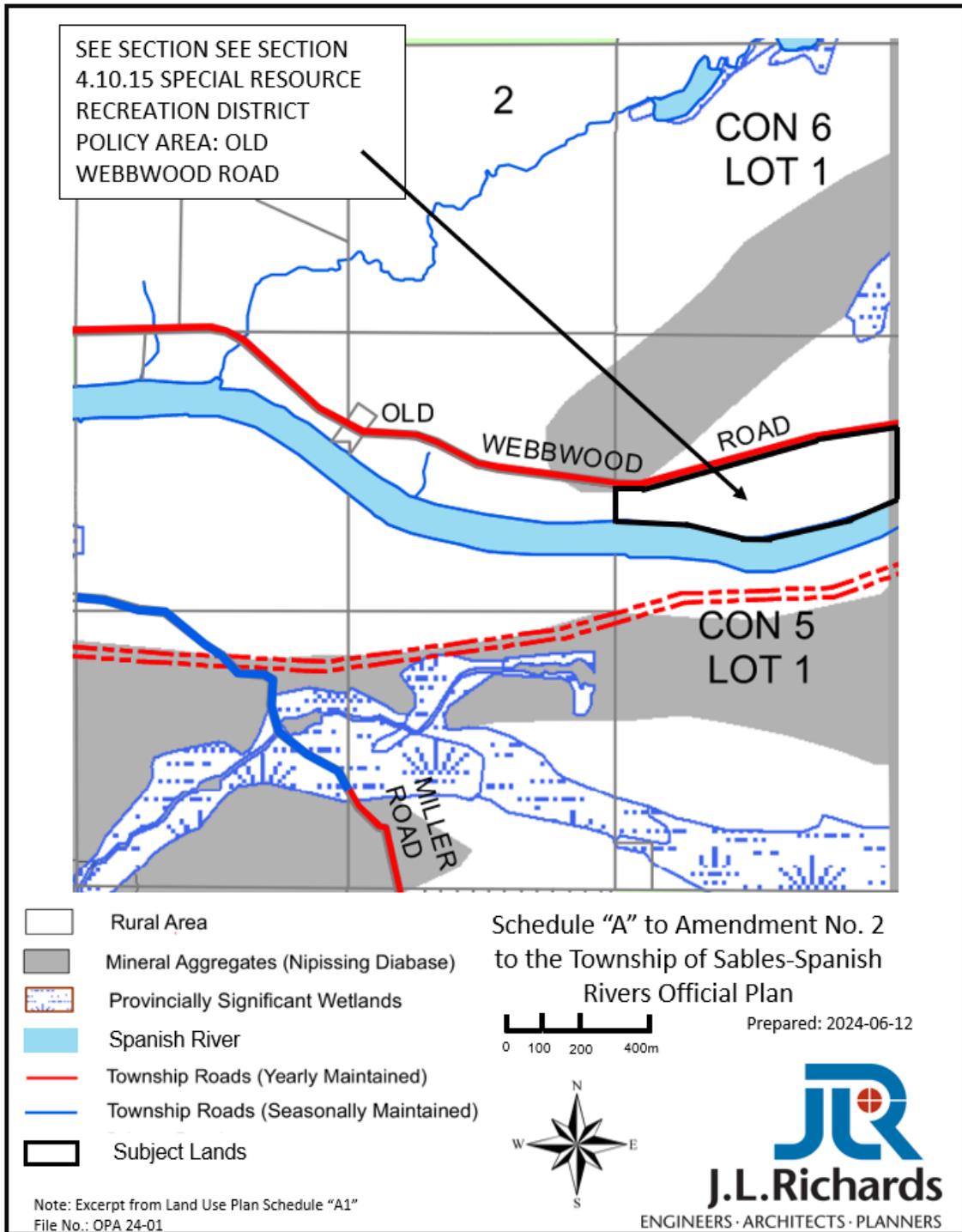
PART B - THE AMENDMENT consisting of the following text and attached schedule to Official Plan Amendment NO. 02 constitutes Amendment No. 02 to the Township of Sables-Spanish Rivers Official Plan.

### The Details of the Amendment

The Township of Sables-Spanish Rivers Official Plan is hereby amended as follows:

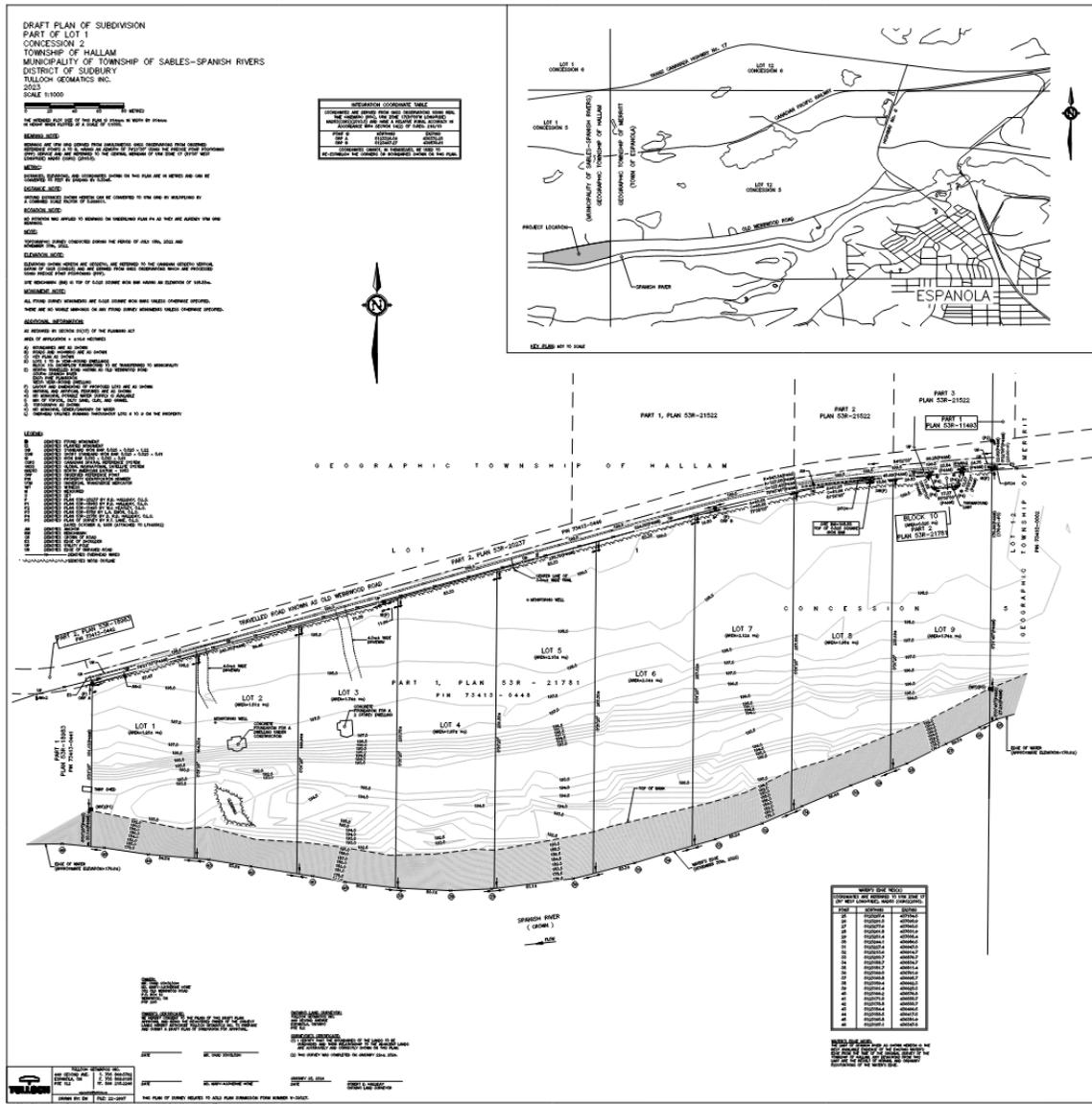
1. That the following text be inserted immediately following Section 4.10.14.  
  
4.10.15 Special Resource Recreation District Policy Area: Old Webbwood Road, Lot 1, Concession 5, Geographic Township of Hallam  
  
382 Old Webbwood Road; PIN 73413-0448; Part of Lot 1, Concession 5, Geographic Township of Hallam, Township of Sables-Spanish Rivers, District of Sudbury
  - a) Notwithstanding any other policies herein, the lands described as PIN 73413-0448; Part of Lot 1, Concession 5, Geographic Township of Hallam, Township of Sables-Spanish Rivers, District of Sudbury and identified on Schedule A, are designated as Resource Recreation District.
  - b) On the lands described as: 382 Old Webbwood Road; PIN 73413-0448; Part of Lot 1, Concession 5, Geographic Township of Hallam, Township of Sables-Spanish Rivers, District of Sudbury, a nine (9) lot residential subdivision is permitted as outlined in Schedule A below.
2. Schedule "A1": Land Use Plan is hereby amended by redesignating the subject lands to "Special Resource Recreation District". Those lands are shown as "See Section 4.10.15. SPECIAL RESOURCE RECREATION DISTRICT POLICY AREA: OLD WEBBWOOD ROAD on Schedule A" to this amendment.

Schedule A



PART C - THE APPENDICES, which are attached hereto, do not constitute a part of this amendment. These appendices include the public involvement associated with this Amendment.

# Appendix A – Draft Plan of Subdivision



# Appendix B – Public Notice and Comments

**\*\*To Be Received as part of Circulation and Public Meeting\*\***

**ZONING BY-LAW AMENDMENT  
TOWNSHIP OF SABLES-SPANISH RIVERS ZONING BY-LAW**

PIN 73413-0448; Part of Lot 1, Concession 5, Geographic Township of Hallam,  
Township of Sables-Spanish Rivers, District of Sudbury

Prepared for:

**TOWNSHIP OF SABLES-SPANISH RIVERS**  
11 Birch Lake Road  
Massey, ON P0P 1P0

June 2024

**J. L. RICHARDS & ASSOCIATES LIMITED**  
Consulting Engineers, Architects & Planners  
314 Countryside Drive  
Sudbury, Ontario  
P3E 6G2

JLR 28964 (04)

**EXPLANATORY NOTE**

This Zoning By-law amendment is to rezone the subject land from Rural (R) to Resource Recreation Special Exception Thirty-Two (RR-32) to permit residential dwellings on new lots in a Plan of Subdivision. The site specific exception will implement a 13 metre setback from the top of the bank as recommended in the Geotechnical Investigation and outlined on the Draft Plan of Subdivision.

THE CORPORATION OF THE TOWNSHIP OF SABLES-SPANISH RIVERS

By-law No. 2024-33

Being a By-law to amend By-law No. 2003-15

WHEREAS By-law No. 2003-15 regulates the use of land and the use and erection of buildings and structures within the Township of Sables-Spanish-Rivers

AND WHEREAS the Council of the Corporation of the Township of Sables-Spanish-Rivers deems it advisable to amend By-law No. 2003-15 as hereinafter set forth;

NOW THEREFORE the Council of the Corporation of the Township of Sables-Spanish-Rivers enacts as follows:

1. The area affected by this By-law is indicated on Schedule 'A' attached hereto and forming part of this By-law.
2. By-law No. 2003-15 is hereby amended as follows:
  - i. Schedule 'A1' of By-law 2003-15 is hereby amended in accordance with Schedule 'A' attached hereto;
3. Section 5.6.4 is hereby amended by inserting the following below Section 5.6.4.31

**32. RR-54:** PIN 73413-0448; Part of Lot 1, Concession 5, Geographic Township of Hallam, Township of Sables-Spanish Rivers, District of Sudbury. (By-law 2024-33)

4. Section 6 is hereby amended by inserting the following row into the table:

By-law #	Zone	Uses Permitted	Uses Prohibited	Provisions
2024-33	RR-54	Uses in the RR Zone	As outlined in the Zoning By-law	Notwithstanding any other provision in the By-law, on the lands zoned as RR-32, the following provisions shall apply: <ol style="list-style-type: none"> <li>1. A 13-metre setback is required from the top of bank as outlined in the Draft Plan of Subdivision prepared by Tulloch Geomatics Inc, Robert D. Halliday, Ontario Land Surveyors dated January 25, 2024.</li> <li>2. No vegetation removal or clearing shall be permitted during the migratory breeding period between April 1 and August 31 of any calendar year.</li> <li>3. No construction activity shall take place between May 1 and June 30 of any calendar year.</li> </ol>

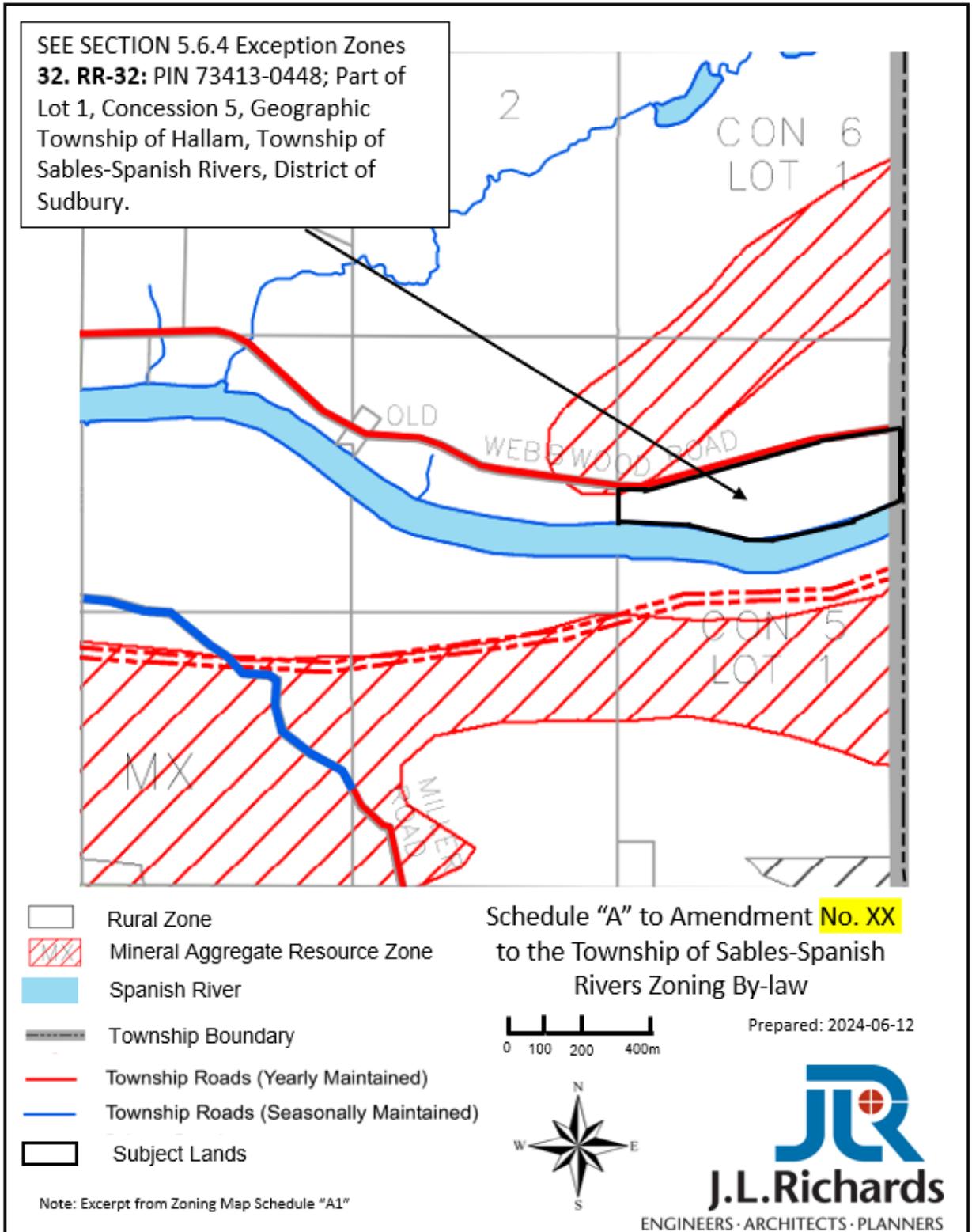
5. This By-law shall come into full force and effect in accordance with the *Planning Act*, R.S.O. 1990.

READ a first and second time this 12 day of June 2024.

READ a third time and finally passed this 12 day of June 2024.

\_\_\_\_\_  
MAYOR – K. BURKE

\_\_\_\_\_  
CLERK – A.WHALEN



## Accounts Payable Cheque Register Report - Payroll &amp; AP-1009588

For The Date Range From 5/01/24 To 5/31/24

For All Vendors And For Outstanding, Cleared, Voided Cheques - Computer Generated, Hand Written, eCheque

Cheque # / eCheque ID	Type	Date	Vendor	Name	Amount	Status
26518	C	5/07/24	35	Massey Home Hardware	\$732.10	O
26519	C	5/07/24	38	Minister of Finance - Policing	\$61,930.00	O
26520	C	5/07/24	713	Ontario Water Works Association	\$1,406.85	O
26521	C	5/07/24	84	Public Health Sudbury & Districts	\$15,286.55	O
26522	C	5/07/24	762	State Chemical Ltd.	\$344.65	O
26523	C	5/13/24	872	Commercial Truck Equipment Corp. - Pumper	\$710,835.20	O
26524	C	5/13/24	199	Minister of Finance	\$200.00	O
26525	C	5/21/24	744	Kennedy Insurance Brokers	\$3,682.80	O
26526	C	5/21/24	315	Staples Business Advantage	\$87.14	O
26527	C	5/30/24	174	Rainbow District School Board	\$500.00	O
5646	E	5/07/24	305	Around & About	\$676.42	O
5647	E	5/07/24	730	Brandt Tractor Ltd.	\$3,357.51	O
5648	E	5/07/24	786	Connor St. Michel - OGRA Toronto - meals/accommodations	\$2,188.75	O
5649	E	5/07/24	85	Manitoulin-Sudbury DSSAB	\$61,082.33	O
5650	E	5/07/24	516	E. Grigg & Associates ROT Propane Training	\$1,627.20	O
5651	E	5/07/24	22	Espanola Regional Hydro - 7 PPI	\$18,292.45	O
5652	E	5/07/24	247	North Bay Hydro	\$1,804.25	O
5653	E	5/07/24	49	GFL Environmental Inc.	\$33,839.10	O
5654	E	5/07/24	80	Espanola Home Hardware	\$28.24	O
5655	E	5/07/24	26	Huron Central Railway M2142	\$1,097.00	O
5656	E	5/07/24	29	Janeway PharmaChoice	\$26.30	O
5657	E	5/07/24	557	K. Smart Associates Limited	\$649.75	O
5658	E	5/07/24	74	Sables-Spanish Rivers Public Library Board	\$137,507.13	O
5659	E	5/07/24	36	Massey Wholesale	\$332.48	O
5660	E	5/07/24	37	McDougall Energy	\$3,071.69	O
5661	E	5/07/24	65	NAPA Espanola	\$533.41	O
5662	E	5/07/24	79	Northern Communications	\$915.81	O
5663	E	5/07/24	42	Northern Uniform Service	\$103.23	O
5664	E	5/07/24	544	N-two Medical Inc.	\$28.19	O
5665	E	5/07/24	619	Phoenix Emergency Management Logic	\$3,390.00	O
5666	E	5/07/24	171	PSD Citywide Inc.	\$4,666.27	O
5667	E	5/07/24	705	RICOH	\$239.58	O
5668	E	5/07/24	489	Trevor Stack - OGRA Toronto - meals	\$77.09	O
5669	E	5/07/24	703	Susie Gross	\$300.00	O
5670	E	5/07/24	66	USTI Canada Inc.	\$14.69	O

Accounts Payable Cheque Register Report - Payroll & AP-1009588

For The Date Range From 5/01/24 To 5/31/24

For All Vendors And For Outstanding, Cleared, Voided Cheques - Computer Generated, Hand Written, eCheque

Cheque # / eCheque ID	Type	Date	Vendor	Name	Amount	Status
5671	E	5/07/24	124	Wat Supplies	\$288.32	O
5672	E	5/21/24	765	Amanda St.Michel <i>AMCTO - Unit 3-reimburse</i>	\$457.65	O
5673	E	5/21/24	730	Brandt Tractor Ltd.	\$845.59	O
5674	E	5/21/24	30	J. Breen Coffee Service Ltd	\$107.63	O
5675	E	5/21/24	24	Garnet's Rental	\$282.50	O
5676	E	5/21/24	879	John R. Hamalainen Engineering Ltd	\$2,147.00	O
5677	E	5/21/24	74	Sables-Spanish Rivers Public Library Board	\$200.00	O
5678	E	5/21/24	37	McDougall Energy	\$4,853.18	O
5679	E	5/21/24	140	Medline Canada, Corporation	\$648.50	O
5680	E	5/21/24	757	Melanie Veilleux <i>PAP training Whitby - mileage needs/accommodation</i>	\$732.66	O
5681	E	5/21/24	176	Morris Sanftenberg Construction	\$13,037.64	O
5682	E	5/21/24	193	Ontario Clean Water Agency	\$2,410.23	O
5683	E	5/21/24	171	PSD Citywide Inc.	\$3,616.00	O
5684	E	5/21/24	47	Purolator Courier	\$20.36	O
5685	E	5/21/24	587	TELUS Health Solutions	\$1,661.10	O
5686	E	5/21/24	753	Tenaquip	\$172.66	O
5687	E	5/21/24	105	Weaver Simmons LLP	\$3,440.86	O
5688	E	5/30/24	86	Sun Life Assurance Company	\$11,393.53	O
5689	E	5/30/24	251	Massey Area Museum <i>2024 Interim Charitable</i>	\$6,152.22	O
5690	E	5/30/24	555	Lynda Goodchild <i>rebate</i>	\$723.20	O
5691	E	5/30/24	704	John Van Norman	\$800.00	O
5692	E	5/30/24	780	Anne Size <i>- training Lab Tech / Lab Tech</i>	\$740.00	O
5693	E	5/30/24	846	Jeff Lapierre	\$100.00	O
5694	E	5/30/24	870	Lacey Hobbs	\$750.00	O
Baker Tilly SNT LLP	E	5/30/24	735	Baker Tilly SNT LLP	\$4,520.00	O
Bell Canada	E	5/07/24	10	Bell Canada	\$908.47	O
Bell Canada	E	5/21/24	10	Bell Canada	\$85.88	O
Bell Canada	E	5/30/24	10	Bell Canada	\$85.88	O
Bell Mobility	E	5/07/24	11	Bell Mobility	\$126.96	O
Brandt Tractor Ltd.	E	5/15/24	730	Brandt Tractor Ltd.	\$2,800.86	O
EASTLINK	E	5/07/24	520	EASTLINK	\$45.35	O
EASTLINK	E	5/21/24	520	EASTLINK	\$732.38	O
Hydro One	E	5/07/24	71	Hydro One	\$367.58	O
Hydro One	E	5/21/24	71	Hydro One	\$2,756.92	O

**Township of Sables-Spanish Rivers**  
**Accounts Payable Cheque Register Report - Payroll & AP-1009588**

For The Date Range From 5/01/24 To 5/31/24

For All Vendors And For Outstanding, Cleared, Voided Cheques - Computer Generated, Hand Written, eCheque

Cheque # / eCheque ID	Type	Date	Vendor	Name	Amount	Status
Minister of Finance - EHT	E	5/06/24	6	Minister of Finance - EHT	\$2,288.73	O
OMERS	E	5/06/24	552	OMERS	\$21,498.02	O
Ontario Clean Water Agency	E	5/21/24	193	Ontario Clean Water Agency	\$18,132.42	O
Receiver General	E	5/06/24	4	Receiver General	\$17,622.94	O
Receiver General	E	5/26/24	4	Receiver General	\$26,773.69	O
Reliance Home Comfort	E	5/30/24	154	Reliance Home Comfort	\$67.52	O
Royal Bank - GFS Service Centre	E	5/06/24	52	Royal Bank - GFS Service Centre	\$320.40	O
Shell Canada	E	5/03/24	103	Shell Canada	\$3,179.79	O
Shell Canada	E	5/30/24	103	Shell Canada	\$3,694.53	O
VISA - Anne Whalen	E	5/03/24	829	VISA - Anne Whalen - CVOR renewal / AMO meeting conf.	\$1,426.21	O
VISA - Jeff Lapierre	E	5/03/24	852	VISA - Jeff Lapierre - fuel AMCTO zone 7 accommodations	\$52.00	O
VISA - Marla Toulouse	E	5/03/24	732	VISA - Marla Toulouse - office chair	\$282.87	O
Visa - Ruth Clare	E	5/03/24	774	Visa - Ruth Clare - recurring Amazon supplies / laptop for NP	\$1,496.55	O
WSIB	E	5/06/24	551	WSIB	\$6,477.57	O
<b>Cleared</b>					<b>\$0.00</b>	
<b>Outstanding</b>					<b>\$1,242,178.51</b>	
<b>Void</b>					<b>\$0.00</b>	



**Sables-Spanish Rivers Public Library  
Meeting Minutes  
April 29<sup>th</sup>, 2024  
In Person at Webbwood Branch**

**Meeting to be Called to Order at 6:25pm**

**In Attendance:** Rachel Maville, Ursula Robinson, Sue Christiansen, Kevin Burke, Kathy Moore, and SSRPL CEO Tracey VanDerGulik

**Regrets:** Marie-Ann Hobbs, Stacey Wagler, Jolie Bianchin

**2. Statement of Indigenous Respect & Acknowledgement:**

We would like to begin by acknowledging that the land on which we gather is the traditional territory of the Sagamok Anishinaabe People. We are dedicated to honouring Indigenous history and culture and are committed to moving forward in the spirit of reconciliation and respect. May we respectfully honour the voices of the Anishinaabe and ensure they are represented in our collections, programmes, and services.

**3. Additions to Agenda.**

13.1 Monthly Financial

**4. Disclosure of Conflict of Interest.**

None

**5. Approval of Minutes & Agenda.**

**Moved** by Kevin Burke to approve amended minutes and agenda (with additions). Seconded by Kathy Moore **CARRIED. 2024:16**

**6. Business Arising from the Minutes.**

Sue has not heard back from Co-Operators, about donation for Breakout EDU kit.

## **7. Correspondence.**

### **7.1. Cambrian College Job Placement**

A candidate was suggested. Noah Clitheroe will be considered for a placement at both Libraries. 10 weeks will be paid by Cambrian College. Vulnerable sector Criminal check and interview will be needed.

## **8. Health & Safety Review.**

None

## **9. New Business:**

### **9.1 Fundraising**

Sale of Solar glasses brought in \$817.75.

There was a discussion about using fundraising monies to purchase a 3D printer. Tracey will contact Rachel's son Andrew for some ideas on what to purchase.

Discussion on moving the paint night to a facility where we can serve alcohol. Tracey will contact Eagles and/or Legion.

### **9.2. Outdoor Lighting Replacement**

Webbwood has 6 outdoor lights only 2 are working, Massey has 1 not working. Waiting on a quote for bulbs with lifetime warranty.

### **9.2. Personnel Policy Report & Updated Personnel Policy Review**

**Moved** by Kevin Burke that Permanent Fulltime Employees, working 35 hours per week, shall be entitled to 7 paid sick days per year. Permanent Part-time Employees, working 21 hours per week shall be entitled to 3 sick days per year. Seconded by Rachel Maville.

**CARRIED 2024-17**

**Moved** by Sue Christiansen that the Personal Policy be amended. Seconded by Rachel Maville

**CARRIED 2024-18**

## **10. CEO Monthly Report:**

### **10.1. SSRPL Asset Management Plan – Building Condition Assessment of Massey & Webbwood Library.**

Tracey to get quotes and we will vote for approval by email if needed.

10.2. SaveonEnergy for Small Business Incentive Program Update.

**Moved** by Kevin Burke that we approve the expenditure of \$642.97 to Save on Energy. Seconded by Kathy Moore. **CARRIED 2024-19**

### **10.3. Chair Purchase Update.**

**Moved** by Sue Christiansen to purchase the four chairs for Massey from Structube as soon as possible in the amount of \$900.00. Seconded by Kevin Burke. **CARRIED 2024-20**

### **10.4. Program/Events Update.**

May Calendar of Events was sent to Board members.  
Breakout EDU kit has arrived.

### **10.5. Audit Update.**

All is going well, Tracey will ask Baker/Tilley for an extension.

### **10.6. Quickbooks Bookkeeping Update.**

Tracey will use Baker/Tilly to set up Quick Books when the Audit is completed.

## **11. Policy Review.**

Covered in 9.3

### **11.1. Policy Review Schedule.**

Covered in 9.2

## **12. Monthly Financials:**

**12.1. Moved** by Kevin Burke that March Expenditures of \$19480.46 be approved. Seconded by Kathy Moore **CARRIED 2024-21**

### **12.2 Monthly Budget Tracking: March 2024.**

Was reviewed.

## **13. Council Report.**

Kevin talked about the Public Health request for a site at the library to distribute harm reduction material. He reiterated that the library was not an appropriate site. Kevin suggested that the Pharmacy in Massey would be a better place.

There was some discussion that we could give access to the Harold Maze Room in Webbwood when the library was not open to Public Health if they could run it. The consensus was that we were not willing to put our employees at risk.

The Massey Museum is in dire need of Funds. There was a discussion that the Library could contribute a percentage from our fundraising.

There has been an increase of Police presence in our area.

Lacloche Foothills Medical Caravan is coming soon.

Forming a Youth Committee.

Tracey reached out to Amanda St. Michel from the Economic Development Committee.

Council has had a good meeting with Sagamok to work together.

**15. Strategic Planning & Marketing.**

None

**16. Next Meeting.**

Monday May 27<sup>th</sup> in person in Massey 6:00pm

**17. Motion to Adjourn.**

**Moved** by Kevin Burke seconded by Rachel. **CARRIED 2024-22**

THE CORPORATION OF THE TOWNSHIP OF SABLES-SPANISH RIVERS  
**Economic Development & Community Services Committee Meeting Minutes**

**REGULAR MEETING**

**MAY 21, 2024**

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**PRESENT:**      **CHAIR:**                      Merri-Ann HOBBS  
                         **MEMBERS:**                      Harold CRABS; Edie FAIRBURN; John MOONEY; Brent ST. DENIS  
                         **ABSENT:**                              Thoma CRABS; Cathy HICKEY; Rodney JUNKALA;  
                         **STAFF:**                                Amanda ST. MICHEL

**Opening**

**Delegation(s)**- None.

**Economic Development**

**A      REGIONAL EDO INITIATIVES-** No update.

**B      GRANTS AND FUNDING OPPORTUNITIES**

- **B1- 2024-2025 Inclusive Community Grant-** an application for an Age-Friendly/Accessibility Action Plan has been applied for. The grant requests \$34,000 to obtain a consultant to create the plan. Five letters of support were received for the application (Michale Mantha MPP, Sudbury Public Health, Canadian Mental Health Association, Espanola Health Team, Manitoulin-Sudbury DSAB).

**C      TSSR BUSINESS COMMUNITY UPDATES/OPPORTUNITIES**

- **C1 Local business Support Discussion-** discussion regarding the various closing businesses within the community and how the municipality can assist with business expansion/retention. There are no formal recommendations at this time, however aspects of discussion included:
  - o Concerns regarding the availability of workers and living wages.
  - o Inflation and increased overhead costs, including various federal/provincial taxes.
  - o Discovering the “parallel economy” within the municipality.
  - o Increasing/promoting the agricultural initiatives/business opportunities available.
  - o How can the municipality provide opportunities- education series, partnerships, how to reduce “red tape” for small businesses etc.
  - o How can the municipality revive the “downtown” corridors within Massey and Webbwood.

**D      DONATIONS/COMMUNITY SPONSORSHIPS-** No update.

**E      TSSR STRATEGIC PLAN**

- **E1 Public Circulation of the Draft Plan-** the committee will continue to promote the draft plan through social media/website postings, and physical postings in the Around and About. A mail out was not pursued.

**Community Services**

**F      COMMUNITY AESTHETICS-** No update.

**G      AGE-FRIENDLY PROGRAMING**

- **G1 Age-Friendly Sub-Committee Terms of Reference Review-** the committee reviewed sample terms of reference.
  - o The Elliot Lake example was most liked- especially for its goals/objectives and its “all ages” approach. The committee would like representation from all age groups, rather than only seniors, to promote inclusivity and involvement of all generations. The Deputy

Clerk is to contact Elliot Lake to inquire about their process and experience with their committee.

- There was discussion whether it should be a sub-committee or a separate committee on its own.
- The committee would entertain the idea of changing the name from “Age-Friendly” to “All Ages” Committee as the emphasis would be on improving accessibility and empowerment of all people.

**H      MUNICIPAL EVENTS/INITIATIVES & COMMUNITY ENGAGEMENT-** No update.

**Recommendations to Council**

- None.

The discussion ended at 7:50 p.m. The next meeting will be held on June 18<sup>th</sup>, 2024, in Council Chambers, at 6:30 p.m. or at the call of the chair.

THE CORPORATION OF THE TOWNSHIP OF SABLES-SPANISH RIVERS

BYLAW NUMBER 2024-29

Being a Bylaw to Authorize the Purchase of Land  
For Municipal Road Purposes

WHEREAS Section 10(1) of the Municipal Act 2001 as amended allows for a municipality to provide any service or thing that the municipality considers necessary or desirable for the public;

AND WHEREAS Section 11 of the Municipal Act 2001 as amended, provides authority for bylaws respecting matters within the sphere of jurisdiction of highways;

AND WHEREAS it is deemed expedient to purchase land for municipal road purposes (Cofell Court);

THEREFORE the Council of the Corporation of the Township of Sables-Spanish Rivers ENACTS AS FOLLOWS:

THAT the lands as shown on the sketch attached hereto as Schedule 'A' and described as follows, be purchased for municipal road purposes from Edward Leslie Lehoczky:

P.I.N. 73416-0353  
Block 9, Plan 53M1379  
Part 3 of Plan 53R-22012  
Township of May

AND THAT the lands described are laid out, constituted, established and assumed as public highway as part of Cofell Court;

AND THAT the Transfer/Deed of Land document be attached hereto as Schedule 'B'.

READ A FIRST AND SECOND TIME THIS 12<sup>th</sup> DAY OF JUNE, 2024.

READ A THIRD AND FINAL TIME AND PASSED IN OPEN COUNCIL THIS 12<sup>th</sup> DAY OF JUNE, 2024

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MAYOR – K. BURKE

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CLERK – A. WHALEN



**Properties**

PIN 73416 - 0353 LT Interest/Estate Fee Simple  
Description BLOCK 9, PLAN 53M1379; TOWNSHIP OF SABLES-SPANISH RIVERS  
Address MASSEY

**Consideration**

Consideration \$0.00

**Transferor(s)**

The transferor(s) hereby transfers the land to the transferee(s).

Name LEHOCZKY, EDWARD LESLIE  
Address for Service 6 Cofell Avenue, Massey ON, POP1P0  
I am at least 18 years of age.  
I am not a spouse  
This document is not authorized under Power of Attorney by this party.

**Transferee(s)**

**Capacity**

**Share**

Name THE CORPORATION OF THE TOWNSHIP OF SABLES- SPANISH RIVERS Registered Owner  
Address for Service 11 Birch Lake Rd, Massey ON, P0P 1P0

**Statements**

Schedule: The land is being acquired or disposed of by the Crown in Right of Ontario or the Crown in Right of Canada, including any Crown corporation, or any agency, board or commission of the Crown; or a municipal corporation.  
STATEMENT OF THE TRANSFEROR (S): The transferor(s) verifies that to the best of the transferor's knowledge and belief, this transfer does not contravene the Planning Act.  
STATEMENT OF THE SOLICITOR FOR THE TRANSFEROR (S): I have explained the effect of the Planning Act to the transferor(s) and I have made inquiries of the transferor(s) to determine that this transfer does not contravene that Act and based on the information supplied by the transferor(s), to the best of my knowledge and belief, this transfer does not contravene that Act. I am an Ontario solicitor in good standing.  
STATEMENT OF THE SOLICITOR FOR THE TRANSFEREE (S): I have investigated the title to this land and to abutting land where relevant and I am satisfied that the title records reveal no contravention as set out in the Planning Act, and to the best of my knowledge and belief this transfer does not contravene the Planning Act. I act independently of the solicitor for the transferor(s) and I am an Ontario solicitor in good standing.

**Signed By**

Andrew Ernest Drury 945 3rd Ave. East, Suite 12 acting for Signed 2024 05 28  
Owen Sound Transferor(s)  
N4K 2K8

Tel 519-372-1850  
Fax 519-372-1602

I am the solicitor for the transferor(s) and I am not one and the same as the solicitor for the transferee(s).  
I have the authority to sign and register the document on behalf of the Transferor(s).

Barry James Poulson 125 Durham St. acting for Signed 2024 05 28  
Sudbury Transferee(s)  
P3E 3M9

Tel 705-674-6497  
Fax 705-674-8331

I am the solicitor for the transferee(s) and I am not one and the same as the solicitor for the transferor(s).  
I have the authority to sign and register the document on behalf of the Transferee(s).

**Submitted By**

POULSON LAW 125 Durham St. 2024 05 28  
Sudbury  
P3E 3M9

Tel 705-674-6497  
Fax 705-674-8331

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**LAND TRANSFER TAX STATEMENTS**

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In the matter of the conveyance of: 73416 - 0353 BLOCK 9, PLAN 53M1379; TOWNSHIP OF SABLES-SPANISH RIVERS

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BY: LEHOCZKY, EDWARD LESLIE

TO: THE CORPORATION OF THE TOWNSHIP OF SABLES-SPANISH RIVERS Registered Owner

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## 1. BARRY JAMES POULSON, THE SOLICITOR FOR THE TOWNSHIP

I am

- (a) A person in trust for whom the land conveyed in the above-described conveyance is being conveyed;
- (b) A trustee named in the above-described conveyance to whom the land is being conveyed;
- (c) A transferee named in the above-described conveyance;
- (d) The authorized agent or solicitor acting in this transaction for THE CORPORATION OF THE TOWNSHIP OF SABLES-SPANISH RIVERS described in paragraph(s) (c) above.
- (e) The President, Vice-President, Manager, Secretary, Director, or Treasurer authorized to act for \_\_\_\_\_ described in paragraph(s) ( ) above.
- (f) A transferee described in paragraph ( ) and am making these statements on my own behalf and on behalf of \_\_\_\_\_ who is my spouse described in paragraph ( ) and as such, I have personal knowledge of the facts herein deposed to.
- 

## 3. The total consideration for this transaction is allocated as follows:

(a) Monies paid or to be paid in cash	\$0.00
(b) Mortgages (i) assumed (show principal and interest to be credited against purchase price)	\$0.00
(ii) Given Back to Vendor	\$0.00
(c) Property transferred in exchange (detail below)	\$0.00
(d) Fair market value of the land(s)	\$0.00
(e) Liens, legacies, annuities and maintenance charges to which transfer is subject	\$0.00
(f) Other valuable consideration subject to land transfer tax (detail below)	\$0.00
(g) Value of land, building, fixtures and goodwill subject to land transfer tax (total of (a) to (f))	\$0.00
(h) VALUE OF ALL CHATTELS -items of tangible personal property	\$0.00
(i) Other considerations for transaction not included in (g) or (h) above	\$0.00
(j) Total consideration	\$0.00

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## 4.

Explanation for nominal considerations:

g) Transfer to a municipality pursuant to subdivision or development agreement, condominium approval or other municipal purposes: The transfer herein is pursuant to a Subdivision Agreement dated November 26, 2008, and the corresponding Conditions of the Draft Plan Approval thereto, between the Township of Sables-Spanish Rivers and Kevin and Michelle Cofell - and for no other or improper purpose.

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5. The land is not subject to an encumbrance

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## 6. Other remarks and explanations, if necessary.

- The information prescribed for purposes of section 5.0.1 of the Land Transfer Tax Act is not required to be provided for this conveyance.
  - The transferee(s) has read and considered the definitions of "designated land", "foreign corporation", "foreign entity", "foreign national", "Greater Golden Horseshoe Region", "specified region", "spouse" and "taxable trustee" as set out in subsection 1(1) of the Land Transfer Tax Act and O. Reg 182/17. The transferee(s) declare that this conveyance is not subject to additional tax as set out in subsection 2(2.1) of the Act because:
  - (c) The transferee(s) is not a "foreign entity" or a "taxable trustee".
  - The transferee(s) declare that they will keep at their place of residence in Ontario (or at their principal place of business in Ontario) such documents, records and accounts in such form and containing such information as will enable an accurate determination of the taxes payable under the Land Transfer Tax Act for a period of at least seven years.
  - The transferee(s) agree that they or the designated custodian will provide such documents, records and accounts in such form and containing such information as will enable an accurate determination of the taxes payable under the Land Transfer Tax Act, to the Ministry of Finance upon request.
  - I acknowledge that the personal information collected in the provincial land transfer tax statements provided in this conveyance is being collected by the Ministry of Finance under the authority of the Land Transfer Tax Act, R.S.O. 1990, c. L.6, as amended ("the Act"), and that the personal information may be used for purposes of the administration or enforcement of the Act, other tax statutes, and for purposes of compiling statistical information and of developing and evaluating economic, tax and fiscal policy. (Note: Personal information collected under section 5.0.1 of the Act that accompanies this conveyance can be used only to administer and enforce the Act. De-identified data collected under section 5.0.1 can be used to compile statistical information and develop and evaluate economic, tax and fiscal policy.)
- 

**PROPERTY Information Record**

A. Nature of Instrument: Transfer  
LRO 53 Registration No. SD497449 Date: 2024/05/28

B. Property(s): PIN 73416 - 0353 Address MASSEY Assessment -  
Roll No

C. Address for Service: 11 Birch Lake Rd, Massey ON, P0P 1P0

D. (i) Last Conveyance(s): PIN 73416 - 0353 Registration No. SD493252  
(ii) Legal Description for Property Conveyed: Same as in last conveyance? Yes  No  Not known

E. Tax Statements Prepared By: Barry James Poulson

THE CORPORATION OF THE TOWNSHIP OF SABLES-SPANISH RIVERS

BYLAW NUMBER 2024-30

Being a Bylaw for the Purpose of Repealing a Bylaw to  
Appoint a Public Information Officer for the Fire Department

WHEREAS Section 10 of the Municipal Act, 2001 provides the authority to pass a bylaw for the protection of persons and property and for the health, safety and well-being of persons;

AND WHEREAS Bylaw 2018-04, as amended, provides that the Fire Chief may recommend to Council the appointment or removal of any officers to the Fire Department as may be deemed necessary;

THEREFORE the Council of the Corporation of the Township of Sables-Spanish Rivers ENACTS AS FOLLOWS:

1. THAT Bylaw 2019-06 is hereby repealed;
2. THAT this Bylaw shall come into force and take effect on third and final reading.

READ A FIRST AND SECOND TIME THIS 12<sup>th</sup> DAY OF JUNE, 2024.

READ A THIRD AND FINAL TIME AND PASSED IN OPEN COUNCIL THIS 12<sup>th</sup> DAY OF JUNE, 2024.

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MAYOR – K. BURKE

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CLERK – A. WHALEN

THE CORPORATION OF THE TOWNSHIP OF SABLES-SPANISH RIVERS

BYLAW NUMBER 2024-31

Being a Bylaw for the Purpose of Repealing a Bylaw to  
Appoint an Assistant Fire Chief

WHEREAS Section 10 of the Municipal Act, 2001 provides the authority to pass a bylaw for the protection of persons and property and for the health, safety and well-being of persons;

AND WHEREAS Bylaw 2018-04, as amended, provides that the Fire Chief may recommend to Council the appointment or removal of any officers to the Fire Department as may be deemed necessary;

THEREFORE the Council of the Corporation of the Township of Sables-Spanish Rivers ENACTS AS FOLLOWS:

1. THAT Bylaw 2022-16 is hereby repealed;
2. THAT this Bylaw shall come into force and take effect on third and final reading.

READ A FIRST AND SECOND TIME THIS 12<sup>th</sup> DAY OF JUNE, 2024.

READ A THIRD AND FINAL TIME AND PASSED IN OPEN COUNCIL  
THIS 12<sup>th</sup> DAY OF JUNE, 2024.

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MAYOR – K. BURKE

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CLERK – A. WHALEN

May 28, 2024

COUNCIL MEETING: June 12, 2024 AGENDA GROUP: A

SUBJECT:

**Applications under Section 357/358 of the Municipal Act, 2001 for reduction in property taxes**

BACKGROUND:

Sections 357 and 358 of the Municipal Act provides the direction, guidance and procedures to be followed regarding the write-off (cancellation, reduction or refunding) of all or a part of taxes levied on land. Owners (or their representatives) are required to complete an application requesting consideration for a reduction. Applications are due before February 28 of the year following the year in question. Applications submitted under section 357 can be for the current tax year plus the previous tax year and section 358 allows for the current tax year plus the two previous tax years.

The Act advises that Council shall hold a meeting at which applicants (usually the owner of the land) may make representations to Council. Notice of this meeting was provided to the applicants, satisfying the need to provide a minimum of 14 days notice of the meeting. If an applicant is not satisfied with the decision of Council, an appeal can be filed with the Assessment Review Board (ARB).

Applications under Section 357 for 2024 were received. The reason for each application is noted in the attached schedule. MPAC has provided the necessary assessment adjustments for these applications.

RECOMMENDATION:

**BE IT RESOLVED THAT** pursuant to Section 357 of the Municipal Act, 2001, property taxes shall be adjusted as per the attached schedule.

ATTACHMENTS:

Schedule - Section 357 Adjustments  
Section 357 application TSSR-2024-01; 52-18-000-007-05300-0000 (2023)  
Section 357 application TSSR-2024-02; 52-18-000-007-05300-0000 (2024)  
Section 357 application TSSR-2024-03; 52-18-000-005-02100-0000 (2023)

Schedule - Section 357 Adjustments  
For 2024

Roll #	Year	Tax Adjustment	Reason
007-05300	2023	\$131.02	Classification change
007-05300	2024	\$230.49	Classification change
005-02100	2023	\$678.61	Residence razed by fire

# LACLOCHE FOOTHILLS MUNICIPAL ASSOCIATION

## MEETING REPORT

**Espanola Public Library  
Main Level Meeting Room**

**April 23, 2024  
10:00 a.m.**

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### **Present:**

Chair - Kevin Burke, Mayor, Township Sables-Spanish Rivers,;  
Doug Gervais, Mayor, Town of Espanola;  
Vern Gorham, Mayor, Township of Baldwin;  
Joseph Burke, CAO/Clerk, Town of Espanola;  
Holly Zahorodny Clerk Administrator/Treasurer, Township of Baldwin;  
Anne Whalen, Clerk-Administrator, Township of Sables-Spanish Rivers;  
Amy Mazey, Mayor, Township of Nairn-Hyman;  
Belinda Ketchabaw, CAO / Clerk-Treasurer, Township of Nairn-Hyman;  
Rob Walsh, OPP

### **Also Present:**

Nancy Lacasse, Health Systems Innovation Lead  
Louisa Orford, Regional EDO  
Guy Despatie, Councillor, Township of Nairn & Hyman  
Mike Baker, OPP Acting Staff Sergeant

**Regrets:** Arnelda Bennett, Sagamok Anishnawbek

1. **Approval of Minutes** – December 5, 2023  
Moved by V. Gorham /Seconded by D. Gervais – That the minutes of December 5, 2023 be approved. **Carried**
2. **Election of Officers** – President, Vice-President, Secretary-Treasurer  
Mayor Vern Gorham put his name forward as President; Holly Zahorodny, Secretary – all members were in favour. **Carried**
3. **Community Safety & Well-Being Plan** –Update by Nancy Lacasse, Health Systems Innovation Lead (presentation attached).  
Moved by V. Gorham/Seconded by D. Gervais Be it resolved that we accept the recommendations from the CSWB as presented. **Carried.**
4. **Regional EDO Update** – Louisa Orford, Regional EDO to provide update on recent projects/initiatives.  
The next Job Fair will be held May 7<sup>th</sup>, 2024 from 10am – 2pm at the Espanola Recreation Complex.  
Transit Van is in production – will advertise for a driver mid-June. A draft schedule was presented to the committee.
5. **Bike Rodeos** – Request from Twp Nairn & Hyman – for discussion

Espanola will take the lead and put one on. Anyone can join. More information will be forthcoming as this develops.

6. **OPP Calls for Service Report** – Future reports to come from Lacloche OPP Board – for discussion

The new Billing Summary Report will be released to each municipality soon.

A presentation on the “CamSafe Program” was given by Officer Baker. Information flyer is attached.

7. **Public Health Board** – discussion/update from Lacloche Foothills Rep (to follow)

Councillor Despatie was in attendance and advised the Committee that the proposed merger of the Algoma and Sudbury Boards of Health will not be taking place as Algoma Public Health was not in favour of the merger.

8. **Other Business**

9. **Next Meeting**

Next Meeting will be June 18, 2024 – 1:00 pm at the Baldwin Recreation Centre “Snoopy’s Landing” in McKerrow.

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Kevin Burke, Chair



## LaCloche Foothills Community Safety & Well-Being Plan Update

April 2024

By leveraging existing relationships, creating new partnerships, and aligning support in the LaCloche Foothills area the Community and Safety Well-Being Plan (CSWB) is well positioned to move forward with continued implementation. Together, with our communities we will make a difference in the lives of the residents of the LaCloche Foothills area.

### Executive Summary

Key highlights specific to plan priorities:

#### Mental Health

- Community Health Contact List inclusive of quick reference and contact information on local mental health supports shared broadly and posted on Espanola hospital website
- Canadian Mental Health Association and OPP continue to collaborate on the “Transition from Incarceration to Community” program for the LaCloche Foothills area
- Hosted “Bell Let’s Talk Day” – January 24, 2024 – inclusive of flag raising and service fair for all residents of LaCloche
- Memorandum of Understanding signed by Espanola Hospital, OPP, and Anishinabek Police Services – Sagamok regarding Police Hospital Transitions – training if OPP and ED staff regarding safe transitions is ongoing
- Education regarding Espanola Area Situation Table (EAST) provided to area service providers
- Participated in Center for Addiction and Mental Health (CAMH) strategic planning process – provided formal request for additional outpatient psychiatric consultations
- Mobile Crisis Rapid Response Team onboarded a Transitional Support Worker – program working well across all LaCloche communities
- Espanola Hospital addition of Mental Health Crisis Worker in Emergency Department
- Rapid Access Addiction Medicine (RAAM) continues to receive referrals from across the LaCloche Are

#### Access to Services

- Actively involved in planning and implementation of navigation services being initiated and supported by Equipe Sante Sudbury/Manitoulin/Espanola/Elliot Lake Ontario Health Team (OHT)
- LaCloche Care Van implementation underway
- Participating in ongoing planning for service providers, front line staff and first responders regarding local service and referral process – full day Fall event
- Supported the planning and implementation of services in LaCloche Communities – Examples: Webbwood/Massey
- Communication Plan in preliminary stages – to develop a comprehensive public awareness campaign related to available services

## Seniors

- Participated in the consultation for Espanola's Age Friendly plan development
- Membership and active participation on the CCPN Palliative Care subcommittee
- Focus Group consultation planned with Espanola Seniors Club – May 2024
- Supported Espanola Recreation Center in the application of a Seniors Community Grant

## Affordable Housing

- Strong leadership and partnership with Sudbury-Manitoulin District Services Board
- Representative participation in relevant initiatives that support the advancement of affordable housing in the LaCloche Area
- Established partnerships to offer on-site programming and services

## Recommendations

1. An ad hoc advisory board/oversight committee be established to support ongoing leadership and communication of the plan. Membership should include representation from sectors identified by Ministry requirements; Health and Mental Health Service Providers, Educational Services, Community and Social Services, Childrens Services, Municipal and Police Services.
2. The Community of Care Planning Network (CCPN) continues to be the planning structure to support the development and implementation of health and social services initiatives that will support the overall CSWB Plan. Where appropriate working groups will be established.
3. That all LaCloche municipalities consider the use of social media platforms to promote awareness of the CSWB plan. Consider the development of a CSWB dashboard to highlight plan initiatives. Current CSWB staff will support this development.
4. That a communication and engagement strategy be developed to support promotion of the CSWB Plan and further information gathering from the public. Furthermore, this engagement will include neighboring First Nation communities. Information gathered will support the updating of the CSWB plan beyond 2025.
5. That the revised CSWB Plan be a living document, inclusive of performance measures and that data is reviewed at regular intervals. As the plan matures, there is opportunity to expand goals and activities to include identified risk areas not previously captured.

LaCloche Foothills Municipal  
Association Update

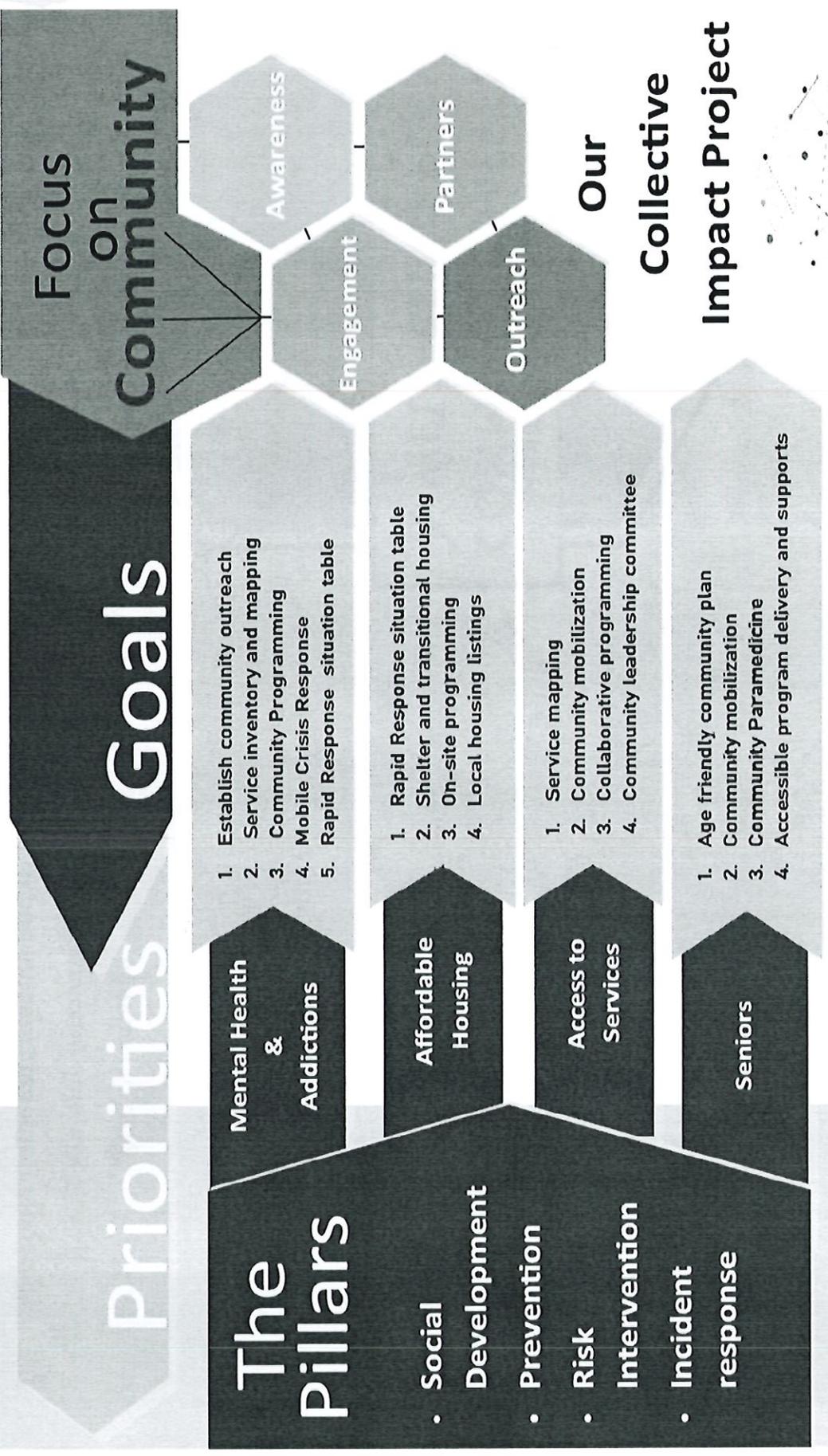
April 2024

Nancy Lacasse

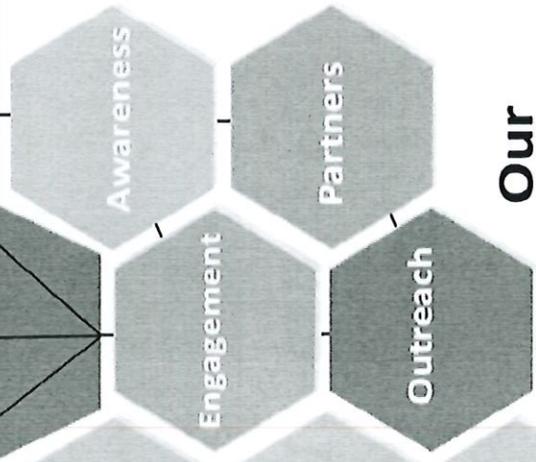
Health Systems Innovation Lead

Espanola Regional Hospital and Health  
Center





# Focus on Community



Our  
Collective  
Impact Project



# Goals

- 1. Establish community outreach
- 2. Service inventory and mapping
- 3. Community Programming
- 4. Mobile Crisis Response
- 5. Rapid Response situation table

- 1. Rapid Response situation table
- 2. Shelter and transitional housing
- 3. On-site programming
- 4. Local housing listings

- 1. Service mapping
- 2. Community mobilization
- 3. Collaborative programming
- 4. Community leadership committee

- 1. Age friendly community plan
- 2. Community mobilization
- 3. Community Paramedicine
- 4. Accessible program delivery and supports

# Priorities

Mental Health & Addictions

Affordable Housing

Access to Services

Seniors

# The Pillars

- Social Development
- Prevention
- Risk Intervention
- Incident response

# KEY HIGHLIGHTS

January 24, 2024



## Mental Health

- Bell Let's Talk Day
- Community Mental Health Contact List
- Espanola Hospital Mental Health Crisis Worker
- Mobile Crisis Response Team
  - new team member
- Police-Hospital Transitions
- RAAM (Rapid Access Addiction Medicine) expansion

# KEY HIGHLIGHTS

## Access to Services

- Ontario Health Team Navigation Services
- Communication strategy development
- Service delivery in all LaCloche communities
- Education awareness to service providers
- LaCloche Care Van

## Seniors

- Age Friendly Planning
- CCPN Palliative Care Sub Committee – workshops
- Senior's Community Grant application
- Community Paramedicine Program
- Espanola Senior's Club – Focus Group

## Affordable Housing

- Strong leadership and partnership with Sudbury-Manitoulin District Services Board
- Strong municipal support
- Established partnerships to offer on-site programming and services

# OPPORTUNITIES

8/11  
Access to  
Services

## Planning

- Utilize local and expertise related to population health approach including consideration of the social and environmental determinants of health

## Consider Best Practices:

1. Community Safety and Well-Being plans should apply an equity lens recognizing the importance of ensuring that all residents, regardless of their race, gender, or other intersecting identities have equal opportunity to enjoy a sense of safety and well-being.
2. Equally, in refreshing the plan anti-racism consideration/planning is paramount. Anti-racism is rooted in action. It is about taking steps to eliminate racism at the individual, institutional, and structural levels.

## Municipal Leadership

Community Engagement

**Community engagement** increases **community** cohesion and allows **community** members to have ownership over the outcomes that will ultimately impact them.

*Gothman / Germain*

## RECOMMENDATIONS

1. That a ad hoc advisory board/oversight committee be established to support ongoing leadership and communication of the plan. Membership should include representation from sectors identified by Ministry requirements; Health and Mental Health Service Providers, Educational Services, Community and Social Services, Childrens Services, Municipal and Police Services.
2. The Community of Care Planning Network (CCPN) continues to be the planning structure to support the development and implementation of health and social services initiatives that will support the overall CSWB Plan. Where appropriate working groups will be established.
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4. That a communication and engagement strategy be developed to support promotion of the CSWB Plan and further information gathering from the public. Furthermore, this engagement will include neighboring First Nation communities. Information gathered will support the updating of the CSWB plan beyond 2025.
5. That the revised CSWB Plan be a living document, inclusive of performance measures and that data is reviewed at regular intervals. As the plan matures, there is opportunity to expand goals and activities to include identified risk areas not previously captured.

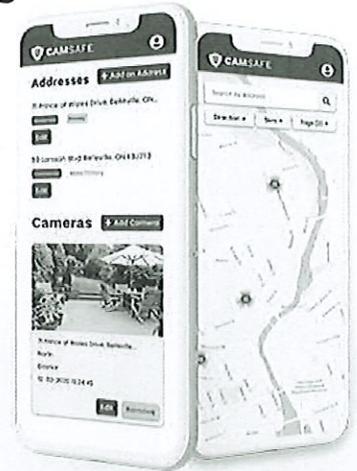


# CAMSAFE

## Join us in creating a safer community

**CAMSafe is a CCTV and security video registry aimed at keeping our community safe and assisting police solve crime.**

- Volunteer registry of security cameras, CCTV systems & doorbell cameras
- Delete your information or account at any time
- CAMSafe does not have access to footage or cameras
- Only basic contact information & address required to sign up
- Only police have access to the registry information



### Register



### Add



### Protect



**We all play a part in keeping our community safe in this age of connected technology.**

**Your participation helps to provide a stronger defence against:**



Theft



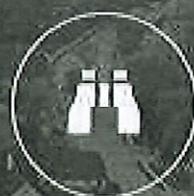
Arson



Vandalism



Fraud



Stalking



Kidnapping

For more information, visit [camsafe.ca](https://camsafe.ca)

# Memo

**To:** Council  
**From:** Anne Whalen, Clerk-Administrator  
**Date:** June 4, 2024

---

## Committee Meetings:

It is evident in the member turnout for meetings, that there is either a lack of interest in the topics on the agenda, or the frequency of the meetings is deterring members from attending.

The Procedural Bylaw sets out the various committees but does not set out the frequency of these meetings. Council could consider reducing the committee meeting schedule to quarterly with additional meetings as required. This may assist in members being more engaged and boost attendance.

This is also an opportunity to review the purpose of each committee and ensure that meetings are being productive, not just the coordinator giving an update on what they've done from month to month. The mandate of each committee is as follows:

**Public Works Committee** *provides guidance in planning and overseeing the projects and schedules of regular maintenance procedures and provides recommendations and policies to Council concerning the Township's public works services, including streets and roads, municipal water supply and distribution system and waste management.*

**The Parks & Recreation Committee** *plans and oversees the operation and management of the Arena complex as well as other recreational facilities and parks and provides recommendations and policies to Council. They shall review recommendations from the Recreation Coordinator in developing programs that provide safe and clean conditions for the general public and meet the needs and interests of the community.*

*The Committee is responsible for ensuring consistency with Council's policies regarding the following:*

1. *recreation facilities including*

- *Massey & District Community Centre and Arena*
- *Webbwood outdoor skating rink*
- *parks, ball fields, playgrounds, Sauble River Park beach area*

2. *special events, programming and activities within the recreation department*

**The Economic Development & Community Services Committee** *will develop, conduct, encourage and assist programs and initiatives to enhance the factors of productivity social development of the community; and shall provide advice and recommendations to Council.*

*The Committee is responsible for ensuring consistency with Council’s policies regarding the following:*

1. *establishing a Strategic Plan for the municipality, and regular update reviews thereof*
2. *identify, promote, and advise Council on community and economic development initiatives for the Township*

In a previous memo to Council, I suggested that Parks & Recreation be paired with the “Community Services” part of the Economic Development committee. To facilitate this shift, it may be beneficial for the two committees to have a joint meeting to review projects and coordinate the transfer of information. I would suggest September as an appropriate time to have this meeting.

As for the Economic Development Committee and adding a Planning Committee of Adjustment, I will be seeking information from our Planning Consultant on what is required. I would like to target year-end for this committee to be able to be up and running in the new year (2025). This will give time for recruitment of members as well as training on the Planning aspect of the committee.

These changes require an amendment to the Procedural Bylaw as does the addition of the Fire & Emergency Services Committee. If Council wishes to proceed with these changes, then the amendment could be ready for the August 28, 2024 Regular Council meeting.

**Council Meetings – July & August:**

In a previous memo to Council, it was proposed that the regular Council meetings for the months of July be cancelled, and August be reduced to one meeting for the month.

Most of the business conducted over the summer months is in the nature of routine endorsements by Council. With the exception of planning applications, there is not usually anything urgent that needs to be dealt with. Departmental committees typically break over the summer as well.

If Council is in agreement, I suggest the following schedule be implemented on a trial basis for the summer of 2024:

- July 10, 2024 & July 24, 2024 – cancel both meetings for the month of July. Unless Council has something they need to discuss or make a decision on, I do not have anything for the agenda that can't wait until August.
- August 14, 2024 – cancel
- August 28, 2024 – regular meeting

***Special meetings can always be called should the need arise.***

---

With permission, I share with you an email from Councillor Fairburn:

*Hello Anne,*

*I've been thinking/brainstorming about the administration staff for the township. My belief is that it is not well understood the amount of work, time and effort that is required from all staff members. I'm not sure if all other councillors will agree with me, however I have listed my thoughts below:*

*Council Meetings - July & August ; I am unable to attend any meetings during these months; I'm not sure that there will be anything pressing that NEEDS to have any meetings in this specific time frame. The quantity of council meetings, is it possible to have ONE meeting per month, then a "special" meeting could be called if there is anything that can't wait?*

*Team Building Activities: I'm not sure what the office does to improve staff moral and bonding - crafts, soap making, etc. I strongly believe this is a highly neglected area in most work environments and can result in employee turn-over, burn-out, and toxic environments.*

*Fridays - Administration day; devoted to the uninterrupted work day ; this could also be an opportunity to do team meetings (to share what each ones work load has been like for the past week and plan the upcoming week in a casual/comfortable environment)*

*I appreciate that the staff at township is devoted and hardworking - I can see it evidenced regularly, however I think the world of the work environment has changed - it's recognized that burn out is real (and causing severe medical issues), however, what are employers actively doing to protect their employees from it? I would like to see the township do better for their employees than in the past....*



The Royal Canadian Legion  
Massey Branch 432

320 Imperial Street South  
Box 117  
Massey, Ontario  
POP 1P0

Tel: 705-865-2522  
Email: legionmassey432@eastlink.ca

May 22, 2024

Township of Sables-Spanish Rivers,  
11 Birch Lake Rd.,  
Massey, Ont.  
POP 1P0

Dear Council;

The Legion would like to host the annual July 1<sup>st</sup> celebration at the Mouth Park again this year.

We need access into the park at 8am on July 1<sup>st</sup> to bring everything for the day's festivities down and set up. It would be greatly appreciated if we could get a key which we would happily drop back at the Township office after the event. In the past I remember getting a key for other access which I needed for meetings.

We would also like to request a donation of \$200.00 from the Township to put toward the food which we will provide to the public for the celebration. We will be serving hamburgs, hotdogs, chili dogs, sausages, pop, and cake.

We look forward to the Township's attendance.

Sincerely,

Thoma Crabs,  
Secretary/Treasuer,  
Royal Canadian Legion Branch 432

## Anne Whalen

---

**From:** Bill McKenna <suebilliards8@gmail.com>  
**Sent:** May 25, 2024 8:25 PM  
**To:** stacie minten; Leo Mountney; lindayaw37@gmail.com; Jolie & Rob Bianchin; presseau@gmail.com; Anne Whalen  
**Subject:** Fwd: River Road Neighbourhood Watch meeting and media event

Dear River Road Neighbourhood Watch Team,

I sent the attached email to Constable Jessica Gilbertson to arrange for us all to meet at our Township office and complete the renewal of our River Road Neighbourhood Watch.

She emailed me back that she will be back in her office from May 27, 2024 after which we can arrange a suitable time for our meeting. I will inform you when that has been arranged.

Thank you for your cooperation and support.

Bill McKenna  
Coordinator

P.S. We have lots of rhubarb if you would like some and the price is right...free!

----- Forwarded message -----

**From:** Bill McKenna <suebilliards8@gmail.com>  
**Date:** Tue, 21 May 2024 at 12:45  
**Subject:** River Road Neighbourhood Watch meeting and media event  
**To:** Gilbertson, Jessica (OPP) <Jessica.Gilbertson@opp.ca>

Hi Jessica,

I mailed our initial letter on May 1, 2024 so all of our residents have received it, (on the same day, small community). We are now ready for the next step in revitalizing our RRNW.

I suggest that you and I meet with our Block Captains, (those who can attend) and perhaps a Township representative in our Township boardroom to discuss how our renewed RRNW will work. I will brief you before the meeting plus I have Neighbourhood Watch material and RRNW history that I can use to round out the meeting content.

We should then go to our Neighbourhood Watch road sign near the East end of River Road for a photo opp with our 'Team' that we can build into a Press Release.

I also suggest that we drive West on River Road stopping at each Block Captain's home for you to get better acquainted with them as well as our River Road community.

Could you email me a time that you would be able to meet with us. I will confirm the availability of our Board Room and ask our Block Captains to attend. I suggest mid morning to give us time to go through our agenda and tour of River Road.

The main features for us to embrace are A: Once on River Road, one can not get off it until the other end 20 kilometres away. Couple that with our Block Captains and other 'Spotters' spread out all along our road and it becomes a major deterrent to crime. B: Our whole community can instantly be reached by 'Text' for truly seamless communications with the added benefit of being constantly up to date!

Thank you.

Bill McKenna  
River Road Neighbourhood Watch Coordinator

# Township of Sables-Spanish Rivers

## Memo

To: Clerk, Council  
 From: Blair Ramsay, Fire Chief  
 Date: June 2nd, 2024  
 Re: Monthly Fire Department Committee Report – May 2024

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### 2024 Monthly Fire Call Out Summary:

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Fire Alarm	-		-	-	1	-	-	-	-	-	-	-
Smoke/CO/Haz Mat	1	3	-	-	-	-	-	-	-	-	-	-
EMS Assist/Rescue	2	3	1	1	2	-	-	-	-	-	-	-
Structure/Vehicle	1	-	-	-	-	-	-	-	-	-	-	-
Fires												
Chimney Fires	-	-	-	1	-	-	-	-	-	-	-	-
Brush Fires	-	-	-	2	2	-	-	-	-	-	-	-
MVA / MVC	1	2	-	-	-	-	-	-	-	-	-	-
Hydro Line / Pole	-	-	-	3	-	-	-	-	-	-	-	-
Burn Complaints	-	-	1	2	3	-	-	-	-			-
Inspections	-	-	-	-	-	-	-	-	-	-	-	-
Mutual Aid	-	-	-	-	2	-	-	-	-	-	-	-
Aid Spanish FD	-	-	-	-	-	-	-	-	-			-
<b>Total</b>	<b>5</b>	<b>8</b>	<b>2</b>	<b>9</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### Calls for Service:

- SSRFD attended 10 calls for service in May 2024. The two main calls were bush fires on the same day. The fire on Lee Valley Road which was one hectare started by a tree on the hydro line. The second was the same type of call with a tree down on a hydro line. This fire was small and quickly was extinguished. The two medicals in May along with the other nine medical calls this year involved

assisting EMS with providing CPR on patients. This service is a valuable response to provide to the community. The team should be commended for their professional response to medical calls.

**Training:**

- Weekly training sessions focussed on completing the hoses section of yearly signoffs, Fire Cause/Fire Loss sign off, and training sessions for drivers on the new Fire Truck.
- I attended a session on Electric Vehicle (EV) auto extrication hosted by the Spanish Fire Dept. It was an excellent session. The trainer is an expert in Tesla and brought a Tesla vehicle for the training. EVs and lithium-ion batteries pose a serious concern for the highway as well as our homes if not properly stored. There will be public education posts on lithium-ion battery safety in the coming months.
- I had a meeting with Resource One who will be assisting SSRFD in the educational portion of Firefighter 1. Members will start the educational component online of Firefighter 1. Members will be given to the end of the year to complete the online component.

**Pub Ed/Public Education, Recruiting and Fundraising Committee (PERF)**

- The first Mothers Day Spaghetti supper held at the Walford Community Center was well attended. Approximately \$160.00 was raised.
- Elementary School visits are planned for June.

**Station Report:**

- Station 1 – Tanker 420 and Pumper Tanker 450 continues to be assigned to Station 1.
- Station 2 – #410 has had the annual inspection completed.
- Station 4 – #440 had a coolant leak that was repaired. The new truck is temporarily at Station 4 while #445 is repaired. The ladder rack was damaged during a training night.
- Station 5 – Using Station 5 for Storage.

**Administration:**

- Capital Projects: Station 4 exhaust installation has started and partially installed. The contractor will be completing the job in June.

- I attended a webinar on training on keeping the department “Combat Ready” as well as training on thermal imaging cameras.
- Managing the training program has been most of my Admin duties for now until the Training Manger position gets approved.

#### **Human Resources:**

- Currently there are 33 active firefighters including officers.
- Steve Mailloux has officially retired, 3 other members have left. Two from Station 4 and one from Station 2 because they cannot commit to the Fire Dept any longer.
- There are two people that have applied. One in Webbwood, one in Massey. Interviews are scheduled in the coming weeks.

#### **Fire Inspection/Complaints**

- Inspection orders were completed at the Water Treatment plant.
- Future inspections are planned in June at both schools.

#### **REQUEST FOR COUNCIL:**

- On behalf of the Fire Department, I would like to thank council for their support for the new fire truck. This truck has given a morale boost to the Dept. We have put approximately a hundred hours on the truck so far training the drivers and Firefighters.

*Township of Sables-Spanish Rivers*

**PUBLIC WORKS COMMITTEE**  
*Roads/Water/Waste Management*

**Report**

Wednesday, June 5<sup>th</sup>, 2024 at 6:30 p.m. in Council Chambers

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Chair: Harold Crabs; Co-Chair: Casimir Burns  
Committee Members: Kevin Burke; Thoma Crabs, Cameron Hobden  
Staff: Connor St.Michel; Trevor Stack, Anne Whalen, Ruth Clare

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**DELEGATION**

1. John Linley – Drainage Discussion

*The committee had questions for Mr. Linley regarding maintenance of drains. Mr. Linley expressed that every scenario varies slightly, and if maintenance is required then the best course of action is to send him an email stating any questions you may have pertaining to the maintenance and he will ensure an adequate response.*

*If an individual is looking for information about drains, he invites people to ask him and he will work towards finding them the information they require.*

**A. ROADS**

1. Manitoulin North Shore Tender Results

*The Committee reviewed the tender results of the Manitoulin North Shore Amalgamated Tender, and recommends council endorse the use of the Amalgamated Tenders to ensure best pricing.*

*The tender results for surface treatment and calcium are as follows (successful tender in **bold**):*

Calcium

**Pollard Highway Products - \$0.37/L**

**Da-Lee Dust Control Products - \$0.512/L**

Surface Treatment

**Beamish**

**Emulsion - \$1.88/Kg**

**Aggregate supply - \$35.55/M<sup>3</sup>**

**Total tendered amount for Manitoulin North Shore - \$757,729.92**

**MSO**

**Emulsion - \$2.17/Kg**

**Aggregate supply - \$31.65/M<sup>3</sup>**

**Total tendered amount for Manitoulin North Shore - \$819,267.26**

## 2. Road Gravel – Update

*The Committee was informed that the schedule for roads receiving fresh granular was required to be altered due to the distance from the source material to project location. Approximately 5km of road surface was moved in the five-year plan from 2025 -2026 and replaced with approximately 5km from 2026 planned roads. To date approximately 6km of the granular placement remains to be completed.*

## **B. EQUIPMENT**

## **C. WATER/WASTEWATER**

## **D. WASTE MANAGEMENT**

### 1. User Fees Schedule – Draft

*The committee reviewed Bylaw 2021-19 Schedule ‘C’ in conjunction with the draft copy. The committee recommends the draft copy be submitted to the Treasurer for review, with a recommendation to Council for acceptance.*

*The committee did discuss further research into alternative waste management techniques such as recycling mattresses, and ensure the cost outlined in the user fee schedule is adequate to cover the cost of any programs that may become available.*

## **E. CEMETERIES**

## **F. BUILDING MAINTENANCE**

### 1. Building Condition Assessments – Review

*The committee review the condition assessment of each of the public works’ buildings. The Public Works Supervisor will be working with the Coordinator of Infrastructure and the Chief Building Official to develop a plan to address any concerns found during the review.*

Next Meeting:

*At the call of the Chair*



**UNAPPROVED MINUTES – FOURTH MEETING**  
**BOARD OF HEALTH**  
**PUBLIC HEALTH SUDBURY & DISTRICTS**  
**BOARDROOM, SECOND FLOOR**  
**THURSDAY, MAY 16, 2024 – 1:30 P.M.**

**BOARD MEMBERS PRESENT**

Robert Barclay  
Renée Carrier  
Guy Despatie  
Pauline Fortin

René Lapierre  
Abdullah Masood  
Ken Noland  
Mike Parent

Mark Signoretti  
Natalie Tessier

**BOARD MEMBERS REGRET**

Ryan Anderson

Al Sizer

**STAFF MEMBERS PRESENT**

Kathy Dokis  
Stacey Gilbeau  
M. Mustafa Hirji

Stacey Laforest  
Rachel Quesnel  
France Quirion

Renée St Onge

**R. LAPIERRE PRESIDING**

**1. CALL TO ORDER AND TERRITORIAL ACKNOWLEDGMENT**

The meeting was called to order at 1:30 p.m. The Chair noted the Moose hide campaign was being observed that day in respect of violence against Indigenous and non-Indigenous women and girls.

**2. ROLL CALL**

**3. REVIEW OF AGENDA/DECLARATIONS OF CONFLICTS OF INTEREST**

The agenda package was pre-circulated. There were no declarations of conflict of interest.

**4. DELEGATION/PRESENTATION**

- i) **Forward Momentum: Keeping Children Safe from Outbreaks in School using the *Immunization of School Pupils Act***

- Stacey Gilbeau, Director, Health Promotion Division and Vaccine Preventable Diseases Division and Chief Nursing Officer
- Stephanie Hastie, Program Specialist, Vaccine Preventable Diseases Program

S. Gilbeau and S. Hastie were invited to provide an overview of the *Immunization of School Pupils Act* (ISPA) which protects children against nine designated diseases; requires Boards of Health to collect, maintain, assess, and enforce immunization requirements for these diseases; and improves health and health equity.

Vaccine preventable diseases are re-emerging across the country, including in Ontario. There is a risk to children and schools for cases and outbreaks to occur and the important work undertaken as part of the ISPA ensures that children are protected from outbreaks and of these very serious vaccine preventable diseases through publicly funded vaccines. Board members were reminded who administers publicly funded vaccines and of the reporting requirements and responsibilities.

As part of post-pandemic recovery efforts, Public Health Sudbury & Districts staff have been working to ensure that students received any missed vaccines and that all immunization information reported to PHSD during and after the pandemic was properly entered in the provincial database. S. Gilbeau was pleased to share that PHSD has no pandemic backlog of entries and the ISPA implementation for the 2023/24 school year is well underway after a successful 2022/23 resumption. The 8 phases of the ISPA process were reviewed and it was noted that not every student will need to go through all the steps. The phases may involve collecting information, evaluating immunization records, informing parents/guardians of overdue vaccines, offering immunizations services, and issuing suspension notice if necessary.

It was noted that Public Health Sudbury & Districts staff worked to find opportunities to streamline data submission from the school boards, uploading and reporting processes internally. S. Hastie shared highlights from the 2022/23 ISPA work describing the engagement process as well as communication and enforcement/suspensions relating to elementary and secondary school student immunizations. The efforts last year helped get students up-to-date on vaccination and ensure community immunity against outbreaks in schools. The 2023/24 effort will maintain momentum in keeping schools safe and helping the few students who remain not fully up-to-date, to get there.

Questions and comments were entertained regarding the ISPA enforcement, suspension rates, suspension periods and extensions, lost vaccination records and exemption rates and immunization status for suspension. It was noted that advocacy for a national centralized vaccination repository for children and adult continues at many levels including the Council of Ontario Medical Officers of Health (COMOH) as well as the public health community.

Both presenters were thanked.

## 5. CONSENT AGENDA

- i) **Minutes of Previous Meeting**
  - a. Third Board of Health Meeting – April 18, 2024
- ii) **Business Arising from Minutes**
- iii) **Report of Standing Committees**
- iv) **Report of the Medical Officer of Health / Chief Executive Officer**
  - a. MOH/CEO Report, May 2024
- v) **Correspondence**
  - a. Recommendation for Federal Restrictions on Nicotine Pouches
    - Letter from Peterborough Public Health Board of Health Chair to the Minister of Health, dated April 30, 2024
  - b. Household Food Insecurity  
*Public Health Sudbury & Districts [Motion #06-24](#)*
    - Email and resolution from Municipality of Dutton Dunwich in supporting the Municipality of St. Charles and Public Health Sudbury & Districts resolutions, dated April 29, 2024
  - c. 2023 Annual Chief Medical Officer of Health Report *Balancing Act – An All-of-Society Approach to Substance Use and Harms*
    - Letter from Haliburton, Kawartha, Pine Ridge District Health Unit to the Premier of Ontario and Minister of Health dated May 6, 2024
    - Letter from Peterborough Public Health Board of Health Chair to the Ontario Chief Medical Officer of Health and Deputy Premier and Minister of Health, dated April 23, 2024
  - d. Ministry of Health Base and One-Time Funding for Board of Health, Public Health Sudbury & Districts
    - Letter to Board of Health Chair, Public Health Sudbury & Districts from the Deputy Premier and Minister of Health dated March 28, 2024
- vi) **Items of Information**
  - None

The Board of Health Chair advised that Dr. Hirji had an item for the Board's discussion. Dr. Hirji sought the Board's feedback on the current format, length, and content of the MOH/CEO report to the Board. He noted the report is one of the lengthiest agenda attachments; however, does not concern any discussion. The report is detailed and varies in its format to include stats and some narrative detail. It was noted that the Board meeting evaluation results relating to the MOH/CEO report is positive. The Board was asked whether the report is helpful and useful for their governing role or whether it is more information than needed. Is there anything the Board would want changed or preserved.

It was shared that, in the past, discussion was held regarding the topics within the reports which were operational in nature and when the consent agenda was introduced, the MOH report was included as a consent agenda item.

Board members shared their feedback and overall, felt that the report was helpful and informative, including for newer board members. Although the content is mainly operational in nature, the updates are found to provide a pulse regarding the work and priorities of the organizational. There was openness to explore a report that includes priorities and strategic updates through a high-level, plain language, summary upfront of the report.

M. Parent reference a City of Greater Sudbury motion in regards to used needles in public spaces and on the streets which directed the Mayor to meet with the Medical Officer of Health to see how collectively, there could be improvements. Dr. Hirji's input was sought regarding the CGS's needle waste motion. Dr. Hirji responded he would be pleased to meet with City of Greater Sudbury on this matter. It was noted that waste management is within the City of Greater Sudbury's responsibility. Public Health Sudbury & Districts does education with every client, has contributed to public kiosks for needle disposal and is working with partners for pick up. He noted that PHSD is always ready to meet and collaborate with partners to ensure *healthier communities for all*.

### **33-24 APPROVAL OF CONSENT AGENDA**

**MOVED BY BARCLAY – MASOOD: THAT the Board of Health approve the consent agenda as distributed.**

**CARRIED**

## **6. NEW BUSINESS**

- i) Association of Local Public Health Agencies (alPHA)'s Annual General Meeting (AGM) and Conference, June 5 to 7, Toronto**
  - Preliminary Program for AGM, Conference and Section meetings
  - Summary of Resolutions for consideration at alPHA Resolutions Session
  - Allocation of Votes by Health Unit
  - Agenda for the alPHA Board of Health Section Meeting – June 7, 2024

The Board Chair invited Board members to consider attending the Association of Local Public Health Agencies (alPHA)'s Annual General Meeting (AGM), resolution session and conference. This is a great learning opportunity to further learn about public health and to network with provincial peers. Given no names were put forward, the motion was not voted upon.

If any Board member would like to attend, they are asked to contact the Board Secretary before the May 27 registration deadline.

## 2024 ALPHA AGM/CONFERENCE

**WHEREAS the Public Health Sudbury & Districts is allocated five votes\* at the alpha Annual General Meeting;**

**THAT in addition to the Acting Medical Officer of Health and the Board of Health Chair, the following Board of Health members are appointed as voting delegates for the Board of Health:**

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***\*Voting delegates are permitted one proxy vote per person, as required.***

**MOTION WAS NOT ENTERTAINED**

**ii) Physical Literacy for Communities: A Public Health Approach**

- Briefing Note from Dr. M. Mustafa Hirji, Acting Medical Officer of Health and Chief Executive Officer to the Board of Health, dated May 9, 2024
- *Physical Literacy for Communities: A Public Health Approach*, May 2024

Dr. Hirji reminded the Board that in October 2022, the Board of Health for Public Health Sudbury & Districts approved motion #29-22 outlining the importance of Physical Literacy for Healthy Active Children and expressing the need for local quality physical literacy enriched programs for children and youth.

According to ParticipACTION's (2022) Report Card on Physical Activity, only 17.5% of Canadian children were getting the recommended at least 60 minutes of moderate to vigorous physical activity every day and a Statistics Canada health report published in 2022 revealed a decrease in physical activity participation among Canadian youth. In Ontario, an estimated \$2.6 billion of the total annual economic burden of chronic disease risk factors can be attributed to physical inactivity.

Individuals who are developing physical literacy have the motivation, confidence, physical competence, knowledge, and understanding to value and take responsibility for engaging in physical activities for life. These skills help them make healthy, active choices. A longitudinal study had also revealed that higher levels of certain physical literacy attributes in childhood were associated with increased physical activity levels in later years or during adulthood.

There is some evidence speculating that resilience plays a mediating role in linking physical literacy to positive mental health; however, this needs more study.

The *Physical Literacy for Communities: A Public Health Approach* included in today's agenda package serves as an exemplary guide for public health professionals to work collaboratively and efficiently within a multi-sector, community-based partnership to address physical literacy. The document provides ways in which public health can work with other sectors towards building a physically literate community and was developed based on Public Health Sudbury & Districts' experience implementing the Physical Literacy for

Communities strategy in partnership with Active Sudbury under the guidance of Sport for Life. The motion seeks the Board of Health’s endorsement of the guide for other public health professionals’ use to address physical literacy.

### **34-24 PHYSICAL LITERACY FOR COMMUNITIES: A PUBLIC HEALTH APPROACH**

**MOVED BY DESPATIE – FORTIN: WHEREAS** according to ParticipACTION’s Report Card on Physical Activity for adults: only 49% of Canadian adults ages 18-79 years get at least 150 minutes of moderate to vigorous physical activity (MVPA) per week. Only 17.5% of children were getting at least 60 minutes of moderate to vigorous physical activity every day<sup>1</sup>; and

**WHEREAS** higher levels of certain physical literacy attributes in childhood—specifically physical competence, motivation, and knowledge—were associated with increased physical activity levels in later years or during adulthood<sup>2</sup>; and

**WHEREAS** the Board of Health for Public Health Sudbury & Districts approved the Physical Literacy for Healthy Active Children ([motion #29-22](#)) which recognized that physical literacy sets the foundation for physical activity participation throughout life; and encouraged all area school boards, sport and recreation organizations, and early learning centres to work collaboratively to improve physical activity levels among children and youth across Sudbury and districts.

**THEREFORE BE IT RESOLVED THAT** the Board of Health for Public Health Sudbury & Districts endorses the *Physical Literacy for Communities: A Public Health Approach* as an exemplary guide for public health professionals to work collaboratively and efficiently within a multi-sector, community-based partnership to address physical literacy.

**CARRIED**

**iii) Early Childhood Food Insecurity: An Emerging Public Health Problem Requiring Urgent Action**

- Briefing Note from Dr. M. Mustafa Hirji, Acting Medical Officer of Health and Chief Executive Officer to the Board of Health, dated May 9, 2024

Dr. Hirji shared that food insecurity relates to not having the means to access to sufficient amounts of food or food of an adequate quality to be healthy. This could relate to cost or geographic challenges. Food insecurity, inadequate or insecure access to food due to household financial constraints, continues to be a serious and pervasive public health

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<sup>1</sup> ParticipACTION (2022), Pandemic-Related Challenges & Opportunities for Physical Activity. Retrieved from: <https://www.participaction.com/wp-content/uploads/2022/10/Report-Card-Key-Findings.pdf>

<sup>2</sup> Lloyd, M., Saunders, T. J., Bremer, E., & Tremblay, M. S. (2014). Long-term importance of fundamental motor skills: A 20-year follow-up study. Adapted physical activity quarterly, 31(1), 67-78. <https://doi.org/10.1123/apaq.2013-0048>

problem for individuals of all ages. While the prevalence of infant-specific food insecurity has not been formally investigated, as no provincial surveillance system exists, it is likely significant considering that nearly 1 in 4 children under the age of six live in a household experiencing food insecurity.

The price of food has increased by 10.6% since last year, rising at a rate not seen since the early 1980. Prices of certain foods have risen even higher, for example the price of infant formula increased 35.5% in Ontario. Rates for Ontario Works recipients have been frozen since 2018 and recent a increase of 6.5% to the Ontario Disability Support Program rates in 2023 continue to be inadequate to support the cost of living.

Today's motions seeks Board of Health endorsement to amplify the efforts of the Ontario Dietitians in Public Health and Food Allergy Canada by asking the Provincial government to raise food allowance in provincial income support programs so that these programs can safeguard healthy growth and development among families most impacted by food insecurity and health inequities.

In response to a question, it was clarified that this motion relates to children aged 0-24 months.

**35-24 EARLY CHILDHOOD FOOD INSECURITY: AN EMERGING PUBLIC HEALTH PROBLEM REQUIRING URGENT ACTION**

**MOVED BY TESSIER – NOLAND: WHEREAS THE SEVERITY OF FOOD INSECURITY ACROSS ONTARIO IS WORSENING<sup>3</sup>; AND**

**WHEREAS Provincial action is urgently needed to protect young children 0-24 months of age from the harmful effects of household food insecurity; and**

**WHEREAS Public Health Sudbury & Districts advocacy efforts have long underscored the need for income-based solutions to food insecurity and has recently resolved on [06-24 Household Food Insecurity](#); and**

**WHEREAS when food insecurity results in early childhood malnutrition, infants and young children may experience growth faltering, and compromised health<sup>4</sup>; and**

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<sup>3</sup> Food Insecurity Policy Research (PROOF). *New Data on Household Food Insecurity in 2023* [webpage online]. Accessed May 2, 2024, from: <https://proof.utoronto.ca/2024/new-data-on-household-food-insecurity-in-2023/>

<sup>4</sup> Martins, V. J. B., Toledo Florêncio, T. M. M., Grillo, L. P., Do Carmo P. Franco, M., Martins, P. A., Clemente, A. P. G., Santos, C. D. L., Vieira, M. de F. A., & Sawaya, A. L. (2011). *Long-Lasting Effects of Undernutrition*. *International Journal of Environmental Research and Public Health*, 8(6), 1817–1846. <https://doi.org/10.3390/ijerph8061817>

**WHEREAS food prices including the price of infant formula have increased over the past year<sup>5,6</sup>; and**

**THEREFORE BE IT RESOLVED THAT the Board of Health for Public Health Sudbury & Districts amplify the efforts of the Ontario Dietitians in Public Health and Food Allergy Canada by asking the Provincial government to safeguard healthy growth and development among families most impacted by food insecurity and health inequities, by:**

- i) Assessing the adequacy of the Pregnancy and Breastfeeding Nutritional Allowance and the Special Diet Allowance to ensure families reliant on Ontario Works or the Ontario Disability Support Program can afford the products they need to adequately nourish their infants.**
- ii) Expanding the Ontario Drug Benefit to include specialized infant formulas for families whose children (0-24 months) have a medical diagnosis\* requiring strict avoidance of standard soy and milk proteins.**

**\* Medical diagnosis can include an IgE mediated food allergy and/or a non-IgE mediated food allergy, such as food protein-induced enterocolitis syndrome (FPIES), food protein-induced enteropathy (FPE), allergic proctocolitis (AP), eosinophilic esophagitis (EoE) and several others. Due to the variability in clinical presentation and lack of validated diagnostic tests, a diagnosis relies on a detailed medical history, physical examination, and a trial elimination of the suspected food allergen.**

**AND FURTHER THAT the Board of Health for Public Health Sudbury & Districts continues to advocate for income-related policies to reduce household food insecurity, especially for households with children where prevalence of food insecurity is highest.**

**CARRIED**

**iv) Support for Bill C-322: National Framework for a School Food Program Act**

- Briefing Note from Dr. M. Mustafa Hirji, Acting Medical Officer of Health and Chief Executive Officer to the Board of Health, dated May 9, 2024

Dr. Hirji noted that it was estimated in 2019 that 35% of Canadian schools offered a school food program, serving approximately 20% of Kindergarten to Grade 12 students. Also in 2019, the Ontario Student Nutrition Program reached roughly 40% of students and 71% of publicly funded schools, while 67% of band-operated and federally funded schools were covered by the First Nations Student Nutrition Program

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<sup>5</sup> Statistics Canada. Consumer Price Index, February 2023. Retrieved 13 April 2023 from <https://www150.statcan.gc.ca/n1/daily-quotidien/230321/dq230321a-eng.pdf>

<sup>6</sup> Statistics Canada. Monthly Average Retail Prices for Selected Products. Retrieved March 19 2024 from <https://www150.statcan.gc.ca/t1/tbl1/en/tv.action?pid=1810024501&pickMembers%5B0%5D=1.6&cubeTimeFrame.startMonth=01&cubeTimeFrame.startYear=2022&cubeTimeFrame.endMonth=12&cubeTimeFrame.endYear=2023&referencePeriods=20220101%2C20231201>

Some schools are not able to implement a healthy school food program due to the inconsistent patchwork of funding from public and private contributions and charitable donations. Many of these programs rely on volunteers to administer the program as the funds are prioritized for covering rising costs of food and maintaining program infrastructure to deliver school meals or snacks.

A fully-funded universal national school food program is recognized as a population health approach for fostering student nourishment, healthy growth and development, positive learning outcomes, and academic achievement. The universality element is key: with a universal program, no child will be left out of the program, regardless of their families' ability to pay, fundraise or volunteer with the program providing equal opportunities and reducing stigma.

PHSD and this board supported the implementation of a federal school food program, and one was subsequently announced in Federal Budget 2024 with 1 billion dollars announced towards this. However, concerns have arisen that the program isn't specified to be universal, and so could carry some of the harms discussed above.

Private member's bill C-322 seeks to enshrine principles of universality, stigma reduction, cultural diversity, and ensuring sufficient program infrastructure in the National School Food Program.

The Board of Health for Haliburton, Kawartha, Pine Ridge has endorsed Bill C-322. Today's motion seeks this Board's endorsement as well.

### **36-24 SUPPORT FOR BILL C-322 NATIONAL FRAMEWORK FOR A SCHOOL FOOD PROGRAM ACT**

**MOVED BY PARENT - CARRIER: WHEREAS** the current Ontario student nutrition program only reaches 40% of students and 71% of publicly funded Kindergarten to Grade 12 schools due to insufficient funding, rising food costs, inadequate infrastructure and human resources, and an increase in student need for proper nourishment<sup>7</sup>; and

**WHEREAS** the Board of Health for Public Health Sudbury & Districts passed motion [02-20](#) supporting a universal fully funded healthy school food program, and motion [61-23](#) supporting a funded national school food program in the 2024 Federal Budget; and

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<sup>7</sup> Ruetz, A. T., & McKenna, M. L. (2021). *Characteristics of Canadian school food programs funded by provinces and territories*. *Canadian Food Studies*, 8(3), 70-106. <https://doi.org/10.15353/cfs-rcea.v8i3.483>

WHEREAS although the Government of Canada recently announced [an investment of \\$1 billion over 5 years for the national school food program](#) in the 2024 Budget to help enhance and broaden existing programs throughout Canada, more support is required to ensure a universal fully-funded school food program for all students; and

WHEREAS Private Member's [Bill C-322](#) calls for a national framework to establish a school food program that is universal, sustainable and effective, where no child is left out or stigmatized in the program due to their families' ability to pay, fundraise, and volunteer with the program; and

THEREFORE BE IT RESOLVED THAT the Board of Health for Public Health Sudbury & District commend the Government of Canada for prioritizing healthy school food in Budget 2024 and for working in partnership with provinces, territories and Indigenous communities throughout Canada; and

FURTHER THAT the Board of Health urges local Members of Parliament and other key partners to endorse Bill C-322, National Framework for a School Food Program Act and continue to uphold the commitment to the health and wellbeing of children and youth in Canada.

CARRIED

## 7. ADDENDUM

None.

## 8. IN CAMERA

None.

## 9. RISE AND REPORT

None.

## 10. ANNOUNCEMENTS

Board members are reminded to reach out to the Board Secretary if they are interested in attending the annual alpha AGM and Conference.

The next regular Board of Health meeting will be held on Thursday, June 20, 2024, at 1:30 p.m. in the Boardroom.

Board members were asked to complete the meeting evaluation for today's Board of Health meeting in BoardEffect.

## 11. ADJOURNMENT

**37-24 ADJOURNMENT**

**MOVED BY LAPIERRE: THAT we do now adjourn. Time: 2:31 p.m.**

**CARRIED**

\_\_\_\_\_  
(Chair)

\_\_\_\_\_  
(Secretary)

Unapproved



## **2024 First Quarter Activity Report May 16, 2024**

The following is the most recent consolidated Quarterly Report that the DSB will be sending to member municipalities and posting on the public website. Expect Quarterly Reports in February, May, September, and November of each year.

The program statistics are provided separately and updated monthly. They are available on the website by clicking the following link: [Monthly Program Statistics](#)

### **CAO Overview**

The DSB 2024 First Quarter (Unaudited) Financial Report was presented to the Board and projects a year-end municipal **surplus of \$326,908**. Ontario Works is forecasted to be \$2,631 over budget. Children's Services expenses are forecasted to be on budget. Community Housing is forecasted to be under budget by \$172,382. Paramedic Services is forecasted to be over budget by \$480,688. Interest revenue on non-reserve accounts is forecasted to be \$635,348 more than budgeted.

The DSB quarterly financial reports are available on the DSB website by clicking the following link: [Quarterly Financial Reports](#)

### **Paramedic Services**

The posting for external recruitment of Regular Part-time Primary Care Paramedics has remained in place through the first quarter of 2024. Over the three-month period, the Manitoulin-Sudbury DSB received three applications for employment in one of these positions. The hiring process remains rigorous to ensure high quality paramedics within our agency. One paramedic was hired and begins orientation in May, while one candidate was not able to successfully navigate the hiring process and the third rescinded their application during the process. The current recruitment strategy will remain in place through 2024. Meetings with our partners at Cambrian College, College Borel and CTS-Sudbury have been set to collaborate on recruitment strategies moving forward.

Paramedic Services went live with the PreHos Patient Records solution on March 1, 2024, effectively shelving the ESO I-Medic platform. Installation of key components such as RAM mounts and gateway devices was completed in the first quarter of 2024. Since the activation date, senior staff have been working to resolve outstanding issues related to system performance. The vendor has committed to resolving all outstanding issues and staff have set recurring meetings on a biweekly basis to work through the process in a project management manner.

## **Community Paramedicine**

The service's Community Paramedicine (CP) program has successfully recruited two Full time qualified CP staff from other services. Both of these team members have completed their orientation and are operational. The CP team is now fully staffed and one team member who has been off is completing their return to work process.

Staff are exploring the system design for district-wide CP capture and will be advancing a plan that decentralizes some of our resources to better manage clients.

Manitoulin-Sudbury District Services Board received base funding from Ontario Health from two separate envelopes for [\\$250,000](#) and [\\$369,806](#). These amounts for fiscal year 2023-24 were to support the Community Paramedicine Program. These dollars, in addition to the ongoing Ministry of Long-Term Care funding will provide for significant capacity to operate the CP program across the districts.

The CP program has received funding for a pilot program that will engage a patient navigator to assist with wrap-around patient services across the service area. The project is being developed in collaboration with the Espanola General Hospital and Manitoulin Health Centre. The navigators will work collaboratively with the CPs and other agencies. The first of these two positions will be onboarded in late May, with the second coming online shortly thereafter.

Finally, the CP program is advancing the patient care scope to include wound care and phlebotomy as identified priority items. This service has been identified as a significant opportunity and will become a standard for the entire team over time.

## **Non-Urgent Patient Transportation Service (PTS)**

The PTS system continues to operate on a 7 day per week basis with two units operating Monday to Friday on ten-hour shifts and a single crew operating on a 12-hour shift over the weekend.

The deployment model of Personal Support Workers and Patient Transfer Attendants is proving successful, and the service has been able to fully staff the program. The collaborative funding model will continue in 2024 and will permit continued service into the future.

The PTS service has rolled out a new booking process through PreHos solutions. The system went live on March 1, 2024, and staff continue to work with PreHos to address some ongoing issues.

## **Management Team**

In this first quarter of 2024, Paramedic Services has brought a fourth full-time Superintendent on board to replace Deputy Chief Travis Dewar. Travis was promoted to deputy Chief to replace DC Beadman following his retirement in late 2023. While we wish Tim Beadman the warmest wishes as he enjoys his well-deserved retirement following a 42-year career, we look forward to the future that Travis will offer the DSB. Paramedic Zach Tremblay has been successfully recruited to the permanent Superintendent position and brings forward extensive experience, joining Lyssa Seguin, Curtis Watson and Darren Simond. Congratulations to each of these team members.

## **Children's Services**

In the Manitoulin-Sudbury District, there are currently 22 licensed child care locations, with 14 centre-based sites in schools, 1 centre based community location and 7 licensed home child care sites. During the first quarter, a total of 611 children were enrolled in child care services, with 507 paying full fees and 104 receiving subsidies. This reflects an 11% increase from last quarter and a 9% increase from the corresponding quarter last year. During the first quarter, Special Needs Resourcing supported an average of 57 children, ranging from infants to school-age. This marks a notable increase of 27% compared to the same quarter last year.

In the first quarter, EarlyON programs welcomed 3,223 visits from parents/caregivers and children. These services are provided through various means including mobile, virtual, and outdoor programs. This represents an 11% increase from the same quarter last year.

## **Emerging Issues**

In the first quarter, the Manitoulin-Sudbury DSB implemented an Emerging Issues Funding Process aligning with the [2024 CWELCC Guidelines](#) to assist programs facing non-discretionary cost pressures, including the increasing cost of food.

## **2023 Licensed Child Care Data Profiles**

Staff received a [memo](#) from the Ministry of Education regarding [Ontario's 2023 Early Years and Child Care Annual Report](#), and the [2023 Licensed Child care Data Profiles](#). The data will be reviewed, and an issue report presented to the board in April.

## **Updates to Ontario's Child Care Workforce Strategy and the Canada-Wide Early Learning and Child Care System**

The Ministry of Education communicated updates on [Ontario's Workforce Strategy](#) and the 2024 CWELCC Guidelines on March 28th. Following the November [memo](#), wage increases for eligible staff were implemented beginning January 1, 2024. Staff will provide an overview to the Board in April outlining the funding updates.

## **Organizational Reviews**

Gallagher Group Inc. has been retained by the Manitoulin-Sudbury DSB to conduct organizational reviews for each of our Early Years Service Providers. After the review, a comprehensive report of findings will be submitted to the DSB and the Board Chair of each organization. This report will identify areas of potential risk and offer recommendations for improvement. These assessments will be conducted throughout 2024.

## **Ontario Works**

In the first quarter of 2024, the Ontario Works/Temporary Care Caseload average was 479. Compared to last year at this time, the caseload has decreased by 8.06%.

### **Centralized Intake**

160 applications were received by the Manitoulin-Sudbury DSB in the first quarter of 2024. Of the 160 applications received, 51 were auto granted by the Intake and Benefits Administration Unit (IBAU), 55 were referred by the IBAU to the Manitoulin-Sudbury DSB for processing, and 18 were transfers from another Ontario Works (OW) office. The remaining 36 applications were processed at the local office rather than being referred to Centralized Intake as certain applications are not yet being processed by the IBAU, or there were extenuating circumstances that warranted an expedited approach to granting assistance.

The initial goal of Centralized Intake was to have 70% of applications completed by the IBAU. During the first quarter of 2024, 32% of applications were completed by the IBAU.

### **Employment Ontario Allocations for Fiscal Year 2024-2025**

The Ministry of Labour, Immigration, Training and Skills Development shared a [memorandum](#) about funding decisions for Employment Ontario programs.

Funding remains unchanged for Employment Services (ES), Youth Job Connection (YJC), Youth Job Connection Summer (YJCS) which will help ensure continuity in services. The ministry is preparing to roll out the final phase of Employment Services Transformation which will impact the North-East, North-West and Toronto catchment areas.

### **Employment Ontario**

The Employment Services, Youth Job Connect and Youth Job Connect Summer programs continue to be advertised and delivered from the Chapleau office.

From January to March 2024:

- There were eight new registrations for Employment Services and nine files were closed.
- There were no new registrations for the YJC program, and one file was closed.
- There are no new registrations for the Youth Job Connection Summer program yet and one file was closed.
- 388 individuals were assisted by Employment Services
- 15 individuals participated in First Aid and/or Working at Heights Training with Alpha en Partage

## **Quality Assurance**

During the first quarter of 2024, the Quality Assurance (QA) Coordinator for the Child Care and Ontario Works programs focused on enhancing organizational effectiveness, improving service quality, and fostering community engagement.

In collaboration with an external advisor, the QA Coordinator finalized and shared the Manitoulin-Sudbury Network for Children and Families 2024-28 strategic plan, actively participating in Local Service Provider Network meetings to ensure its dissemination and to address any questions.

The QA Coordinator also supported Local Service Provider Network screening days, the planning and hosting of an in-person child care provider meeting, successfully revitalized the Manitoulin-Sudbury Child Care Supervisor's Network, and maintained ongoing collaboration for the Infant & Early Years Mental Health Deep Dive Day scheduled for June 2025. In collaboration with the district's Pedagogical Leads, the QA Coordinator developed a presentation outlining the group's history, status, and future goals, with plans to present it to the Executive Directors and Supervisors of each of the district's licenced child care agencies in the second quarter.

Additionally, the QA Coordinator focused on internal capacity building by supporting cross-training and facilitating community partner presentations at internal Integrated Human Services meetings. Their engagement extended to providing feedback on Social Assistance Management System issues and informing staff of upcoming updates in collaboration with the Ministry of Children, Community and Social Services Business Innovation & Implementation Branch.

Looking ahead, the QA Coordinator initiated planning for an All-Staff and Community Partner professional development event scheduled for May of 2024 in Espanola and an Early Childhood Educator professional development event dated for the fall of 2024. They also contributed to the planning of the Northern Ontario Service Deliverers Association Annual General Meeting to take place in June of 2024.

During this last quarter, the Quality Assurance Coordinator for housing and homelessness has been participating in the Provincial Human Services and Justice Coordinating Committee and the Transition from Incarceration to Community Initiative. The QA

coordinator recently completed a supportive housing course through the Ontario Non-Profit Housing Association.

Support of the foodbanks continues throughout the district which included, a review of demographic data and local usage including items provided to foodbank users. Part of the review involved meeting with Feed Ontario and Sudbury Foodbank to determine what items are provided to foodbank users in other areas. The analysis resulted in changes to the budget for each foodbank, as well as changes to the items that the Sudbury Foodbank provides to the local food banks. These changes were made to ensure we could increase the amount of food reaching foodbank users while working within the budget.

The QA Coordinator has been facilitating a partnership between Public Health and the Foodbanks. Public Health has provided *The Basic Shelf Cookbook* to the food banks in anticipation of increasing the capacity of foodbank users to best utilize the food they receive; the partnership is in the preliminary stages of development.

The QA continues to take part in regular discussions around community emergency food response plans and food insecurity with stakeholders in Manitoulin.

In addition to supporting partners in their efforts to address food security, the QA Coordinator continues to develop partnerships to support individuals without permanent housing.

Presentations regarding the By Name List are ongoing, as well as requests for participation from our community partners to help identify individuals without permanent housing in our communities. There are ongoing efforts to recruit front-line community partners to participate in biweekly Case Conferencing calls with the goal of moving individuals through the housing process while supporting their immediate needs.

The QA has been focusing on ensuring participation from all the communities within our catchment area. As of March 31, 2024, there were a total of 52 households/69 individuals on the By Name List, 17 of whom identified as Indigenous, 26 individuals are in the LaCloche area, 25 on Manitoulin Island, 12 in Sudbury North and 6 were from Sudbury East.

The QA coordinator attended the Coming into Circle gathering on Manitoulin Island where service providers, community members and individuals with lived experience gathered to discuss and develop an action plan to address the opioid crisis, more work will be required to finalize the action plan.

## Community Housing

There were 558 applications at the end of the 1<sup>st</sup> quarter. The applicant breakdown is as follows:

1 Bedroom	414	2 Bedroom	62
3 Bedroom	48	4 bedroom	34

Staff continue to identify and complete the application process with eligible applicants for the DSS program. All applicants receiving the benefit are deemed housed. As of the end of this quarter there were 236 active Direct Shelter Subsidy recipients. At the end of Q4 of last year there were 203 recipients and at this time last year there were 196.

Per DSB Policy, every effort is being made where the waitlist allows us to mix the Community Housing Buildings with RGI, Affordable and Market Rent Tenants. As of March 31, 2024, we have successfully housed 28 market rent tenants and 127 affordable rent tenants. This represents 9.5% and 43% of our portfolio respectively and shows an increase of 5 Market rent and 5 affordable rents from last quarter (5% increase). Comparably, at this time last year, we reported 11 market rent tenants (4%) and 104 affordable (38%)

As of the end of the 1<sup>st</sup> quarter of 2024, 226/295 of the portfolio's units are designated as Smoke-free. This represents 77% of the full portfolio currently. Units are designated as turnover occurs or should the current resident choose.

### Projects Underway

#### Capital Projects with Housing Services Corporation

Currently, 3 of the Island Community Housing Buildings are in the process of replacement Make-Up Air units (Little Current, Manitowaning, and Gore Bay). The project is well underway with only 1 change order thus far resulting from an incompatible fire panel in Little Current that will require a replacement. These projects are using some COCHI dollars from the 2023-2024 funding year to assist with the cost.

It should be noted that with the [announcement](#) regarding funding under the National Housing Strategy, we have taken a proactive approach. An issue report will be going to the board in April 2024. Any projects that were not already contracted, have been placed on hold pending further information.

We have contracted design specifications for projects in Chapleau and Espanola that we will be continuing. Work on these specifications will occur once any funding has been released. The Capital plan for 2024 will be evaluated and projects that are more priority may be moved forward for planning and completion within the budgeted allocations.

## **Work Orders**

During the quarter (January – March 2024) a total of 287 Work Orders were generated: 229 for Community Housing; 9 for Administration Offices, and 49 for Paramedic Services. There was a total of 173 Work Orders closed or resolved during that time. There were 7 work orders for unit turnovers: 1 for family units and 6 for apartments. Work orders are closed if the work is done in-house, or when the invoice is paid from an outside source.

It should be noted that from the same quarter of 2023, we have a 28% increase in the number of work orders logged.

### **Donna Stewart**

Chief Administrative Officer

Manitoulin-Sudbury District Services Board

Phone: 705-222-0499

E mail: [donna.stewart@msdsb.net](mailto:donna.stewart@msdsb.net)

Website: [www.msdsb.net](http://www.msdsb.net)

				Manitoulin-Sudbury DSB				
				1st Quarter Report (Unaudited)				
				AS AT 3/31/2024				
<u>Total Gross Budget</u>				<u>Municipal Share Budget</u>				
	YTD	YTD	OVER(UNDER)	ANNUAL	YTD	MUNICIPAL	MUNICIPAL	Over(Under)
	ACTUAL	BUDGET	BUDGET	BUDGET	MUNICIPAL	SHARE	SHARE	Budget
						FORECAST	BUDGET	Forecast
Ontario Works	\$ 456,299	\$ 527,317	\$ (71,018)	\$ 2,457,231	\$ 182,736	\$ 1,045,662	\$ 1,043,031	\$ 2,631
100% Funded	\$ 1,527,630	\$ 1,993,704	\$ (466,074)	\$ 7,974,820				
Child Care	\$ 2,764,490	\$ 3,114,794	\$ (350,304)	\$ 12,563,632	\$ 167,010	\$ 668,038	\$ 668,038	\$ -
Community Housing	\$ 490,089	\$ 694,079	\$ (203,990)	\$ 2,783,694	\$ 474,026	\$ 2,338,789	\$ 2,511,170	\$ (172,382)
100% Funded	\$ 143,349	\$ 120,562	\$ 22,787	\$ 474,953				
Paramedic Services	\$ 4,882,223	\$ 4,528,910	\$ 353,313	\$ 17,243,571	\$ 2,389,846	\$ 7,855,335	\$ 7,374,647	\$ 480,688
Wiikwemikong, PTS, CP	\$ 1,823,634	\$ 1,202,938	\$ 620,696	\$ 5,276,116	\$ 31,680	\$ 124,848	\$ 127,345	\$ (2,497)
<b>TOTAL EXPENSES</b>	<b>\$ 12,087,713</b>	<b>\$ 12,182,304</b>	<b>\$ (94,590)</b>	<b>\$ 48,774,017</b>	<b>\$ 3,245,297</b>	<b>\$ 12,032,672</b>	<b>\$ 11,724,231</b>	<b>\$ 308,440</b>
Interest Revenue	\$ (221,128)	\$ (24,791)	\$ (196,337)	\$ (99,163)	\$ (221,128)	\$ (734,511)	\$ (99,163)	\$ (635,348)
<b>TOTAL EXPENSES</b>	<b>\$ 11,866,585</b>	<b>\$ 12,157,513</b>	<b>\$ (290,927)</b>	<b>\$ 48,674,854</b>	<b>\$ 3,024,169</b>	<b>\$ 11,298,160</b>	<b>\$ 11,625,068</b>	<b>\$ (326,908)</b>

	NET Municipal Variance	Explanation of Unaudited Municipal Share- AS OF March 31, 2024
<b>Ontario Works</b>	\$ 2,631	Municipal share of administration expenses is forecasted to be \$2,631 over budget.
<b>Child Care</b>	\$ -	Municipal share of Child Care expenses are forecasted to be on budget.
<b>Community Housing</b>	\$ (172,382)	<p><b>(0) + (\$179,609) + (\$0) + \$7,227 = (\$172,382) surplus</b></p> <p>Federal Funding is forecasted to be on budget.</p> <p>Direct operated rev &amp; exp and program support allocation is forecasted to be <b>(\$179,609)</b> under budget</p> <ul style="list-style-type: none"> <li>- Rental Revenues are forecasted to be (\$55,413) more than budgeted.</li> <li>- Direct operating expenses are forecasted to be (\$30,397) under budget due to: utilities (\$41,562) under budget, salaries &amp; benefits \$23,780 over budget, maintenance expenses over budget \$5,169, other admin expenses under budget (\$3,784); bad debt expense under budget by (\$14,000)</li> <li>- Program Support Allocation is forecasted to be (\$93,798) under budget.</li> </ul> <p>Rent Supplement program is forecasted to be on budget.</p> <p>Non-Profit, Rent Supp, and Urban Native expenses are forecasted to be <b>\$7,227</b> over budget.</p>
<b>Paramedic Services</b>	\$ 480,688	<p>Paramedic Services municipal share is forecasted to be <b>\$480,688</b> over budget.</p> <p>The MOHLTC funding is forecasted to be under budget by <b>\$341,038</b> due to MOH funding allocation for 2024 not announced to date.</p> <p>Medic Staffing and Benefits is forecasted to be over budget by <b>\$225,565</b>.</p> <p>Admin Staffing and Benefits is forecasted to be under budget by <b>(\$89,111)</b></p> <p>Non Wages are forecasted to be over budget by <b>\$4,396</b></p> <ul style="list-style-type: none"> <li>- Other Transportation &amp; Communication is forecasted to be (\$2,657) under budget</li> <li>- Operational Staffing Travel and meals are forecasted to be over budget by \$81,000</li> <li>- Software costs are forecasted to be over budget by \$3,640</li> <li>- Legal and Arbitration Costs are forecasted to be over budget by \$29,621</li> <li>- Program Support is forecasted to be (\$155,579) under budget</li> <li>- Vehicle repairs and maintenance are forecasted to be over budget by \$21,325.</li> <li>- Building repairs and maintenance, grounds and utilities are forecasted to be \$8,393 over budget</li> <li>- Mal Practice Liability Insurance is forecasted to be \$7,815 over budget</li> <li>- Supplies are forecasted to be \$10,838 over budget.</li> </ul>
<b>Patient Transfer Service</b>	\$ (2,497)	Patient Transfer Service is forecasted to be (\$2,497) under budget
<b>Interest Revenue</b>	\$ (635,348)	Interest Revenue is forecasted to be (\$635,348) more than budgeted which results in a municipal surplus.
	<b>\$ (326,908)</b>	

**MANITOULIN-SUDBURY  
DISTRICT SERVICES BOARD**

**Financial Statements**

**Year Ended December 31, 2023**

## MANAGEMENT'S RESPONSIBILITY FOR THE FINANCIAL STATEMENTS

The accompanying financial statements of Manitoulin-Sudbury District Services Board ("Board") are the responsibility of the Board's management and have been prepared in compliance with legislation, and in accordance with Canadian public sector accounting standards established by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada. A summary of the significant accounting policies are described in Note 2 to these financial statements. The preparation of the financial statements necessarily involves the use of estimates based on management's judgement, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

The Board's management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements and reliable financial information is available on a timely basis for preparation of the financial statements. These systems are monitored and evaluated by management.

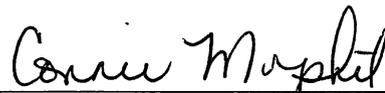
The Board members meet with management and the external auditors to review the financial statements and discuss any significant financial reporting or internal control matters prior to their approval of the financial statements.

The financial statements have been audited by Freelandt Caldwell Reilly LLP, independent external auditors appointed by the Board. The accompanying Independent Auditors' Report outlines their responsibilities, the scope of their examination and their opinion on the Board's financial statements.



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Chief Administrator Officer



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Director of Finance

May 16, 2024

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Date

## INDEPENDENT AUDITORS' REPORT

### **To the Members of Manitoulin-Sudbury District Services Board and Members of Councils, Inhabitants and Ratepayers of Municipalities listed in Note 3**

#### *Opinion*

We have audited the financial statements of Manitoulin-Sudbury District Services Board, which comprise the statement of financial position as at December 31, 2023, and the statements of operations and changes in accumulated surplus, changes in net assets, and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of Manitoulin-Sudbury District Services Board as at December 31, 2023, and the results of its operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

#### *Basis for Opinion*

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the organization in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### *Other Matter*

Our examination was made for the purpose of forming an opinion on the basic financial statements taken as a whole. The supplementary information included in Schedules 1 through 7 is presented for purposes of management analysis, budgeting and funding provider analysis and is not a required part of the basic financial statements. The supplementary schedules have not been and are not intended to be prepared in accordance with Canadian public sector accounting standards. The supplementary schedules have been subjected to the auditing procedures applied in the examination of the basic financial statements and, in our opinion, are fairly stated in all material respects in relation to the basic financial statements taken as a whole.

#### *Responsibilities of Management and Those Charged with Governance for the Financial Statements*

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the organization's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the organization or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the organization's financial reporting process.

## INDEPENDENT AUDITORS' REPORT (continued)

### *Auditors' Responsibilities for the Audit of the Financial Statements*

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the organization's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the organization's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the organization to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

**FREELANDT CALDWELL REILLY LLP**

The logo for Freelandt Caldwell Reilly LLP is written in a stylized, cursive script font. The letters are black and have a slightly irregular, handwritten appearance. The 'F' and 'R' are particularly prominent and large.

Chartered Professional Accountants  
Licensed Public Accountants

Espanola, Ontario  
May 16, 2024

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**MANITOULIN-SUDBURY DISTRICT SERVICES BOARD****Statement of Financial Position****Year ended December 31, 2023 with comparative figures for 2022**

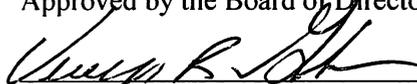
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	2023	2022
	\$	\$
		(Restated - note 19)
<b>Financial Assets</b>		
Cash and cash equivalents	16,596,541	18,006,558
Accounts receivable	865,276	2,282,874
Mortgage receivable (note 6)	213,416	284,331
	17,675,233	20,573,763
<b>Liabilities</b>		
Accounts payable and accrued liabilities	6,567,009	10,338,256
Post-employment benefit obligation (note 7)	1,279,500	1,327,700
Deferred contributions (note 8)	2,702,958	2,160,068
Capital lease obligation (note 10)	336,491	458,850
Mortgages payable (note 11)	2,687,962	-
Asset retirement obligation (note 12)	264,329	-
	13,838,249	14,284,874
<b>Net assets (note 13)</b>	3,836,984	6,288,889
<b>Non-financial Assets (note 14)</b>		
Tangible capital assets (note 15)	20,046,523	17,015,564
Prepaid expenses	587,895	552,597
Prepaid assistance	339,736	356,490
	20,974,154	17,924,651
<b>Accumulated Surplus</b>	24,811,138	24,213,540

Contingent liabilities (note 16)

Commitments (note 9)

Approved by the Board of Directors:



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The accompanying notes are an integral part of the financial statements

**MANITOULIN-SUDBURY DISTRICT SERVICES BOARD**  
**Statement of Operations and Changes in Accumulated Surplus**  
**Year ended December 31, 2023 with comparative figures for 2022**

	<b>2023</b>	<b>2023</b>	<b>2022</b>
	<b>Budget</b>	<b>Actual</b>	<b>Actual</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>
			<b>(Restated - note 19)</b>
<b>Revenue</b>			
Ontario Works Administration Programs	8,148,327	7,124,758	7,455,030
Paramedic Services	21,329,227	21,026,069	19,947,303
Community Housing	5,437,234	5,139,432	5,286,739
Child Care Programs	11,055,146	11,959,450	11,302,248
Homelessness Programs	838,600	1,016,407	2,879,337
Other revenue	240,708	1,077,615	601,402
<b>Total revenue</b>	<b>47,049,242</b>	<b>47,343,731</b>	<b>47,472,059</b>
<b>Expenditures</b>			
Ontario Works Administration Programs	8,138,327	7,146,900	7,435,283
Paramedic Services	20,353,691	21,214,548	19,678,241
Community Housing	4,742,572	5,357,028	5,058,329
Child Care Programs	11,055,146	11,959,450	11,302,248
Homelessness Programs	838,600	764,043	1,248,637
Other expenditures	351,714	304,164	231,987
<b>Total expenditures (note 18)</b>	<b>45,480,050</b>	<b>46,746,133</b>	<b>44,954,725</b>
<b>Annual surplus before undernoted item</b>	<b>1,569,192</b>	<b>597,598</b>	<b>2,517,334</b>
Refund of prior years' Municipal Apportionment	-	-	-
<b>Annual surplus</b>	<b>1,569,192</b>	<b>597,598</b>	<b>2,517,334</b>
<b>Accumulated surplus, beginning of year, as originally stated</b>	<b>24,213,540</b>	<b>24,213,540</b>	<b>21,212,362</b>
Prior period adjustment (note 19)	-	-	483,844
<b>Accumulated surplus, beginning of year, as restated</b>	<b>24,213,540</b>	<b>24,213,540</b>	<b>21,696,206</b>
<b>Accumulated surplus, end of year</b>	<b>25,782,732</b>	<b>24,811,138</b>	<b>24,213,540</b>

The accompanying notes are an integral part of the financial statements

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**MANITOULIN-SUDBURY DISTRICT SERVICES BOARD****Statement of Changes in Net Assets****Year ended December 31, 2023 with comparative figures for 2022**

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	<b>2023 Budget \$</b>	<b>2023 Actual \$</b>	<b>2022 Actual \$  (Restated - note 19)</b>
<b>Annual surplus</b>	1,569,192	597,598	2,517,334
Acquisition of tangible capital assets	-	(4,557,818)	(4,080,551)
Amortization of tangible capital assets	-	1,551,124	1,721,202
Change in accounting policy (note 3)	-	(252,874)	-
Write-off of tangible capital asset	-	53,794	-
Gain on disposal of tangible capital assets	-	(51,788)	(66,520)
Proceeds on disposal of tangible capital assets	-	226,603	100,000
Change in prepaid expenses	-	(35,298)	(107,489)
Change in prepaid assistance	-	16,754	23,134
Change in net assets	1,569,192	(2,451,905)	107,110
<b>Net assets, beginning of year</b>	6,288,889	6,288,889	6,181,779
<b>Net assets, end of year</b>	7,858,081	3,836,984	6,288,889

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The accompanying notes are an integral part of the financial statements





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# MANITOULIN-SUDBURY DISTRICT SERVICES BOARD

## Notes to the Financial Statements

Year ended December 31, 2023

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### 2. SIGNIFICANT ACCOUNTING POLICIES (continued)

#### e) Revenue recognition and deferred contributions

Revenue from government grants and contributions are recognized in the period that the events giving rise to the government transfer have occurred as long as: the transfer is authorized; the eligibility criteria, if any, have been met; and the amount can reasonably be estimated. Government contributions received before these criteria have been met are recorded in the accounts as deferred contributions in the year of receipt and are recognized as revenue in the period in which all the recognition criteria have been met.

Other revenues including certain user fees, rents and interest are recorded on the accrual basis, when earned, if the amount to be received can be reasonably estimated and collection is reasonably assured.

Provincial Ministries subsidize the operations of the Manitoulin-Sudbury District Services Board. Since the operations are reviewed by the Ministries in the subsequent fiscal period, subsidy adjustments, if any, are recorded in the year in which the adjustments are determined.

#### f) Forgivable loans

Forgivable loans issued under the Investment in Affordable Housing (IAH) program are treated initially as a grant and expensed when issued. If the recipient meets all the conditions under the IAH program this loan is forgiven and no amount is recovered. If they fail to meet the conditions, the loan is recovered and recorded as a gain which is offset against expense in the year of recovery.

#### g) Retirement and Post-Employment Benefits

The Board provides retirement and post-employment benefits to Land Ambulance employees. These benefits are payable at death, termination, lay-off or retirement. The Board has adopted the following policies with respect to accounting for these employee benefits:

- i) The costs of post-employment benefits are determined using management's best estimate of health care costs, employee turnover rates and discount rates. Adjustments to these costs arising from plan amendments and changes in estimates are accounted for in the period of the amendment or change.
- ii) The expense related to the defined benefit pension plan are the employer's contributions to the plan in the year.
- iii) The discount rate used in the determination of post-employment benefits is 2.40%.









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**MANITOULIN-SUDBURY DISTRICT SERVICES BOARD****Notes to the Financial Statements****Year ended December 31, 2023**

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**7. LIABILITY FOR POST-EMPLOYMENT BENEFIT PLANS**

The Board provides a severance benefit plan for the Land Ambulance employees. The plan includes one week of pay per year of service to a maximum of 26 weeks. The benefit is payable at death, termination, lay-off or retirement. To be eligible, the employee must have completed five years of service. In addition, eligibility for retirement is at age 55, and eligibility for termination is if age plus service is greater than 80.

The Board measures its accrued obligations and the fair value of plan assets for accounting purposes as of December 31, each year. The most recent actuarial valuation of the benefit plan for funding purposes was as of December 31, 2022. Information about the Board's severance benefit plan is as follows:

	<b>2023</b>	<b>2022</b>
Current service cost	73,500	103,200
Interest on obligation	59,400	38,900
Amortize (gains)/losses	(600)	26,400
<b>Benefit Expense</b>	<b>\$ 132,300</b>	<b>\$ 168,500</b>
Financial position - December 31		
Benefit obligation	1,207,500	1,255,100
Fair value of plan assets	-	-
<b>Funded status - surplus (deficit)</b>	<b>(1,207,500)</b>	<b>(1,255,100)</b>
Unamortized amounts - December 31		
Unamortized actuarial gains/(losses)	72,000	72,600
Prior service costs	-	-
<b>Accrued Benefit Liability</b>	<b>\$ (1,279,500)</b>	<b>\$ (1,327,700)</b>

Included in accounts payable and accrued liabilities is an additional \$156,915 that was accrued to reflect anticipated post-employment benefits to be incurred by The Board.



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**MANITOULIN-SUDBURY DISTRICT SERVICES BOARD**

**Notes to the Financial Statements**

**Year ended December 31, 2023**

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**10. CAPITAL LEASE OBLIGATION**

	<b>2023</b>	<b>2022</b>
	<b>\$</b>	<b>\$</b>
Stryker Canada LP		
Repayable in blended monthly instalments \$11,323 including imputed interest at 3.6% per annum, secured by specified equipment with a carrying value of \$244,720 maturing April 2026	336,491	458,850
	<b>336,491</b>	<b>458,850</b>

The capital lease obligation is recorded at an amount equal to the present value of lease payments discounted using the lower of the Board's incremental borrowing rate and the interest rate implicit in the lease. The interest rate on this obligations is 3.6% per annum. The following is a schedule of the principal payments required under the capital lease:

	<b>\$</b>
2024	122,358
2025	122,358
2026	91,776
	<b>336,492</b>

Interest charges to the accounts of the organization on the lease during the year amounted to \$14,795 (2022 - \$21,159) and are included in the statement of operations.

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**MANITOULIN-SUDBURY DISTRICT SERVICES BOARD****Notes to the Financial Statements****Year ended December 31, 2023**

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**11. MORTGAGES PAYABLE**

	2023	2022
	\$	\$
TD Canada Trust		
Repayable in blended monthly installments of \$7,456 including interest at 4.88% per annum considering the effect of the interest rate swap described in note 10(ii), secured as described in note 10(i), renewing on a monthly basis and is being repaid over a 35 year amortization, maturing April 2058	1,488,997	-
TD Canada Trust		
Repayable in blended monthly installments of \$6,128 including interest at 5.09% per annum considering the effect of the interest rate swap described in note 10(ii), secured as described in note 10(i), renewing on a monthly basis and is being repaid over a 35 year amortization, maturing November 2058	1,198,965	-
	2,687,962	-

Estimated principal repayments are as follows:

2024	29,952
2025	31,476
2026	33,075
2027	34,759
2028	36,526
2029+	2,522,174
	2,687,962

## i) Toronto-Dominion (TD) bank mortgages

The mortgages with TD are secured by the following:

- First charge on all present and future acquired personal property
- First charge on real property located at 5 Park Street, Little Current, Ontario
- First charge on real property at 33 & 35 Draper Street, Little Current, Ontario
- Assignment of fire insurance in the amount of \$1,500,000 on property located at 5 Park Street, Little Current, Ontario
- Assignment of fire insurance in the amount of \$1,200,000 on properties located at 33 and 35 Draper Street, Little Current, Ontario

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## MANITOULIN-SUDBURY DISTRICT SERVICES BOARD

### Notes to the Financial Statements

Year ended December 31, 2023

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#### 11. MORTGAGES PAYABLE (continued)

ii) Interest rate swap contract

In October 2023, the Board entered into a five year interest rate swap contract with TD Derivative Products and TD Canada Trust whereby the counterparties agreed to exchange floating rate interest payments for fixed interest rate payments. Under the interest rate swap contract, the Board has borrowed from the TD a loan that bears interest at the bankers' acceptance rate plus 0.95% per annum (the "hedged item"). The Board has then hedged the floating rate interest component of the loans by entering into an interest rate swap with TD Derivative Products whereby it swaps the bankers' acceptance rate in exchange for 5.09% per annum fixed interest payments (the "related hedging item"). The swap settlement amount is the difference between the floating and fixed interest rates based on the notional amount which corresponds to the principal outstanding on the loan with the TD Canada Trust.

The Board accounts for the interest rate swap using hedge accounting, whereby interest on the hedged item is recorded at the hedged item's stated interest rate plus net amounts receivable or payable on the related hedging item. The fair value of the swap derivative fluctuates relative to changes in the floating interest rate compared to the fixed interest rate under the swap contract. Under hedge accounting, the fair value of the swap contract is not recognized on the balance sheet with a corresponding adjustment to interest expense. At year-end, the fair value of the swap contract amounted to \$208,445 which, if recognized on the balance sheet, would decrease the mortgage payable and interest on mortgage payable by \$208,445.

In June 2022, the Board entered into a five year interest rate swap contract with TD Derivative Products and TD Canada Trust whereby the counterparties agreed to exchange floating rate interest payments for fixed interest rate payments. Under the interest rate swap contract, the Board has borrowed from TD Canada Trust a loan that bears interest at the bankers' acceptance rate plus 0.95% per annum (the "hedged item"). The Board has then hedged the floating rate interest component of the loans by entering into an interest rate swap with TD Derivative Products whereby it swaps the bankers' acceptance rate in exchange for 4.88% per annum fixed interest payments (the "related hedging item"). The swap settlement amount is the difference between the floating and fixed interest rates based on the notional amount which corresponds to the principal outstanding on the loan with the TD Canada Trust.

The Board accounts for the interest rate swap using hedge accounting, whereby interest on the hedged item is recorded at the hedged item's stated interest rate plus net amounts receivable or payable on the related hedging item. The fair value of the swap derivative fluctuates relative to changes in the floating interest rate compared to the fixed interest rate under the swap contract. Under hedge accounting, the fair value of the swap contract is not recognized on the balance sheet with a corresponding adjustment to interest expense. At year-end, the fair value of the swap contract amounted to \$208,445 which, if recognized on the balance sheet, would decrease mortgage payable and interest on mortgage payable by \$208,445.

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**MANITOULIN-SUDBURY DISTRICT SERVICES BOARD****Notes to the Financial Statements****Year ended December 31, 2023**

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**12. ASSET RETIREMENT OBLIGATION**

The asset retirement obligation represents management's best estimate of the present value of costs that are expected to be incurred for asbestos remediation in the building located at 6 Henry Street, Gogama, Ontario. At December 31, 2023, the estimated discounted asset retirement obligation is \$264,329. There was accretion of \$11,455 for 6 Henry Street in fiscal 2023.

The asset retirement obligation for the building located at 6 Henry Street, Gogama, Ontario was estimated by using the cost awarded by tender to remove the asbestos from the building.

The estimated future value is \$513,758 at December 31, 2038, using a discount rate of 4.53% over the estimated remaining useful life of the building. The asset relating to this obligation is being amortized over the estimated remaining useful life of the building. Amortization of \$15,805 was expensed in operations in 2023.

It is management's intention to remove the asbestos located in the building at 6 Henry Street, Gogama, Ontario in the 2024 fiscal year.

**13. NET ASSETS**

The balance on the statement of financial position of net assets at the end of the year is comprised of the following:

	<b>2023</b>	<b>2022</b>
	<b>\$</b>	<b>\$</b>
To be used:		
for the general increase in (reduction of) annual operations	(3,678,061)	(1,557,833)
for reserves and reserve funds	7,515,045	7,846,722
<b>Total net assets</b>	<b>3,836,984</b>	<b>6,288,889</b>

**14. NON-FINANCIAL ASSETS**

Tangible capital assets, prepaid expenses and prepaid assistance are accounted for as assets by the Board, because they can be used to provide services in future periods. These assets do not normally provide resources to discharge liabilities of the Board unless they are sold.





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**MANITOULIN-SUDBURY DISTRICT SERVICES BOARD****Notes to the Financial Statements****Year ended December 31, 2023**

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**18. EXPENDITURES BY OBJECT**

As required by Section 1201.086 of the Public Sector Accounting Board reporting requirements, these financial statements report on the Board's expenditures by function. The Board's expenditures by object are as follows:

	<b>2023</b>	<b>2022</b>
	<b>\$</b>	<b>\$</b>
Salaries, wages and benefits	19,437,959	17,596,307
Contracted services	15,316,913	12,716,677
External transfers	6,408,285	8,489,890
Materials	3,755,218	4,138,075
Amortization of tangible capital assets	1,535,320	1,721,202
Rents and financial items	209,372	273,507
Interest on mortgages payable	68,271	-
Interest on capital lease obligation	14,795	19,067
	<u>46,746,133</u>	<u>44,954,725</u>

**19. PRIOR PERIOD ADJUSTMENT**

Certain comparative figures have been retroactively restated to correct for an accounting error relating to the accounting for tangible capital asset additions. As a result of this correction, the tangible capital asset balance at January 1, 2022, has been increased by \$483,844 with a corresponding increase in accumulated surplus of \$483,844. During the year 2022, tangible capital asset additions increased by \$2,011,258 and expenditures decreased by \$2,011,258 resulting in a \$2,011,258 increase in the amounts reported as annual surplus for the year ended December 31, 2022, and accumulated surplus as at December 31, 2022.



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# **MANITOULIN-SUDBURY DISTRICT SERVICES BOARD**

**Notes to the Financial Statements**  
**Year ended December 31, 2023**

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## **21. FINANCIAL INSTRUMENTS**

Transactions in financial instruments may result in an entity assuming or transferring financial risks to or from another party. The Board is exposed to the following risks associated with financial instruments and transactions it is a party to:

(a) Credit risk

Credit risk is the risk that one party to a financial transaction will fail to discharge a financial obligation and cause the other party to incur a financial loss. The Board is exposed to this risk relating to its cash and cash equivalents, accounts receivable and mortgage receivable.

The Board minimizes risk associated with cash and cash equivalents by ensuring these financial assets are placed with large reputable financial institutions with high credit ratings.

The Board incurs receivable transactions, in the normal course of operations, and is exposed to credit risk associated with its accounts receivable balances of \$865,276 (2022 - \$2,282,874). The Board minimizes this risk through management’s on-going monitoring of amounts due to the organization and collections. Valuations of amounts due to the organization, including the mortgage receivable, are performed on a regular basis and adjustments for amounts determined to be uncollectable are recorded when applicable. Also, refer to note 2(h), regarding the organizations policies for assessing impairment of amounts due to the organization.

(b) Concentration risk

Concentration risk is the risk that an entity’s balance due to the Board has a value of more than ten percent of the total accounts receivable and thus there is a higher risk to the Board in the event of a default by one of these entities. At December 31, 2023 receivables from two organization comprised approximately 56% (2022 – 79%) of the total outstanding receivables. The Board reduces this risk by regularly assessing the credit risk associated with these accounts and closely monitors any overdue balances.

(c) Liquidity risk

Liquidity risk is the risk that an organization cannot repay its obligations when they become due to its creditors. The Board is exposed to this risk associated with its accounts payable and accrued liabilities balances, capital lease obligation and mortgage payable. The Board reduces its exposure to liquidity risk by ensuring that it documents when authorized payments become due, and maintains adequate cash resources to repay creditors, mortgage interest and principal and capital lease obligation principal and interest as those liabilities become due.

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**MANITOULIN-SUDBURY DISTRICT SERVICES BOARD****Notes to the Financial Statements****Year ended December 31, 2023**

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**21. FINANCIAL INSTRUMENTS (continued)****(d) Interest rate risk**

Interest rate risk is the potential for financial loss caused by fluctuations in fair value or future cash flows of financial instruments because of changes in market interest rates. The Board is exposed to this risk through mortgage payable balances. The Board has used interest rate swap contracts to fix the interest rate payments on the mortgages for a five year period to reduce its exposure to interest rate risk. The Board remains exposed to interest rate risk based on interest rates prevailing at the maturity date of the interest rate swap contracts.

















**MANITOULIN-SUDBURY DISTRICT SERVICES BOARD**  
**OTHER REVENUE AND EXPENDITURES**  
**Schedule of Continuity of Reserves**  
**Year ended December 31, 2023**

**SCHEDULE 7**

	<b>Working Funds \$</b>	<b>Tech Refresh \$</b>	<b>Benefits Reserve \$</b>	<b>Vehicle and Equipment Replacement Reserve \$</b>	<b>Building Capital Funds \$</b>	<b>Total \$</b>
<b>RESERVES</b>						
Balance, beginning of year	1,681,474	366,955	1,164,014	309,362	4,324,917	7,846,722
Prior period adjustment	-	-	-	-	(1,105,151)	(1,105,151)
Transfers from (to) operations	48,053	(22,731)	-	760,814	(12,662)	773,474
Balance, end of year	1,729,527	344,224	1,164,014	1,070,176	3,207,104	7,515,045







**Agenda Number:** 9.3.  
**Resolution 24-**  
**Title:** Annual Report on Reserves  
**Date:** Thursday, May 16, 2024

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**Moved by:** \_\_\_\_\_  
**Seconded by:** \_\_\_\_\_

WHEREAS the Manitoulin-Sudbury DSB Board has reviewed the 2024 Annual Report on Reserves.

THEREFORE BE IT RESOLVED that the Manitoulin-Sudbury DSB approves the 2024 Annual Report on Reserves and directs staff to action the recommendations contained within the report.

**CARRIED**

**TIED**

**DEFEATED**

\_\_\_\_\_  
Board Chair

June 7, 2024

COUNCIL MEETING: June 12, 2024

AGENDA GROUP: F

SUBJECT: Planning Application Fees

BACKGROUND:

User fees, in general, have not been reviewed for some time. Planning Application fees have not been increased since 2006 with the exception of a slight increase for Official Plan and Zoning Bylaw amendments (\$100 each in 2012).

Due to the increase in applications received and the complexity of many of these applications, a review of the fees is warranted. We are reaching out to our planning consultants more and more and not recovering these costs with the current fee structure.

A review of what area municipalities are charging was conducted and the attached results are a snapshot of that review. The fees identified are the common applications that we process. Many of these municipalities identify additional costs to be recovered as part of the fee schedule.

Currently, the Planning Application fees are part of the User Fee bylaw 2021-19. It is recommended to remove that section from the bylaw and have a stand-alone bylaw for planning applications. This will capture scenarios that are outside of the standard applications and allow flexibility and guidance in determining fees.

RECOMMENDATION:

*BE IT RESOLVED THAT the fees for Planning Applications be increased as per staff recommendation;*  
*AND THAT a bylaw adopting these fees be considered at the June 26, 2024 Council meeting.*

ENCLOSURES:

Planning fee comparison – various municipalities  
Draft Bylaw for processing planning applications  
Draft Schedule to bylaw for Planning applications









